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BY
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NEW YORK
D. APPLETON AND COMPANY
1888

P 2 6 . 11

Munich Annual

Authorized Edition.

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COMMON ERRORS

Do not say, "The truth of that is *apparent.*" [Use *obvious* or *evident. Apparent* or *seeming* is opposed to *real; obvious* or *evident*, to *obscure.*]

Do not use *anticipate* for *expect.* [*Anticipate* means to reach before, to take before, to forestall, as: "I anticipated all his wishes."]

Do not say, *all of them, both of them*, for *they* [or *them*] *all, both*, respectively.

Do not spell with *z analyse, paralyse*, and other words derived from the Greek luo, lusis.

Do not use *ale, tea, sugar*, &c., in the plural. [Instead of saying, "I have excellent teas, ales and sugars," say, "I have excellent tea, ale and sugar, of various qualities [or, at various prices, &c.]"

Do not use *accord* for *grant* or *give.* [*Accord*, intransitive, means to agree or harmonize; transitive, it means to give or grant; but it carries with it the idea of great condescension, *e.g.:* "Pallas accords their vow." In ordinary prose it should be employed but rarely.]

Do not use *accident* for *wound* or *hurt.* [*Accident* means misfortune or calamity, *e.g.:* "In the railway accident the man was badly injured."]

Do not use *aggravate* for *irritate* or *vex*. [*Aggravate* means to render heavy or more difficult, *e.g.*: "The guilt was aggravated by the circumstances of the crime."]

Do not use *alternation* for *series* or *succession*. [*Alternation* is reciprocal succession, *e.g.*: "The alternation of red and white balls on the string produced a very pretty effect."]

Do not use *alternative* [in the plural] as equivalent to *things to be chosen from or among*. [*Alternative* is the choice itself, and should, properly speaking, be restricted to a choice between two things, *e.g.*: "My alternative was escape or death."]

Do not use *antiquarian* [as a noun] for *antiquary*. [*Antiquarian* is an adjective.]

Do not use *abortive* of acts. [It may be used of plans or attempts; but it is, at the best, an inelegant word.]

Do not say, "The measures *adopted* by Congress for the quelling of the rebellion &c." Say, "The measures decided upon or taken &c." [*Adopted* is correctly employed in such a sentence as, "The report upon ways and means was adopted."]

Do not say, "His *antecedents* are bad." Say, "His past history [or, his reputation] is bad."

Do not use *appreciate* for *value highly*. [*Appreciate* is to value correctly or justly.] Say, therefore, "I prize [or value] that horse highly;" not, "I appreciate &c."

Do not say, *at auction* but *by auction.*

Do not say, "The wind was *accompanied* [or attended] *by* rain &c." Use *with* of things [unless personified]; *by*, of persons.

Do not use *anniversary* of celebrations that are not yearly. Thus, not, *a centennial anniversary;* but, *a centennial celebration, festival*, &c.

Do not use *affable* as an exact synonym for *kindly* or *good-natured.* [*Affable* is properly applied to the bearing of superiors towards inferiors, not to the bearing of equals towards equals.]

Do not say, "Both are *alike;*" say, "They [or they two] are alike. *Both* denotes union; *alike*, separation.

Do not say, "I am *afraid* it will rain." Say, "I *fear* it will rain."

Do not say, "That *admits of* no doubt." [Leave out the *of.*]

Do not say, "He *alludes* [or refers] to Mr. Smith," when you mean that he merely names Mr. Smith. Say, "He means Mr. Smith." [The real meaning of *allude or refer to* is to touch lightly upon, to call attention to, delicately or indirectly.]

Do not say, "He went *around* the world." It should be, "He went round &c." [*Around* denotes rest—"The shelves are around the room;" *round* denotes motion.]

Do not say, "He remained there no longer than could be *avoided*." [Logically, it ought to be, *than could not be avoided;* but, as this is a very inelegant expression, use some other form, *e.g.:* "He remained there no longer than was unavoidable," or, "than was necessary."]

Do not say, "I went *all over* the town," for "I went *over all* the town."

Do not use *above* as an attributive adjective. Say, "the *foregoing* [or *preceding*] paragraph," not "the *above* paragraph."

Do not say, "He is as rich, or richer, *than* my brother." [It should be, "He is *as* rich *as*, or &c." If preferred, the form of the sentence may be changed, "He is as rich as my brother, or richer."]

Do not say, "John and James *both* are here." It should be, "Both John and James are here."

Do not use *balance* for remainder. [*Balance* is the excess of one thing over another, *i.e.*, what will make them balance.]

Do not spell *benefited* with two *t's*.

Do not use *to beat* for *to defeat*. *E.g.:* "The army was beaten," is incorrect. [*Beat* means to strike or hit.]

Do not say, *at best*, *at most*, *at least* [the last two in reference to quantity.] Use the article—at *the* best &c.

Do not say, "He is *bound* to go," for, "He intends to go," or, "He is determined to go."

Do not spell *bye* in *by-the-bye* without the *e*. [*Bye* is an old word meaning place. So *by-the-bye* is by the place, *i.e.*, passing by the place, or digressing from the main subject. Still, it is customary to write *by-law*, although *bye-law* is sometimes seen. In *good-bye* bye is, of course, a contraction for *be with ye*, *i.e.*, "God be with ye."]

Do not use *banister* for *baluster* or *balustrade*.

Do not say, "He was killed *by* a bullet." Use *with*. [*By* denotes conscious agency; *with*, unconscious instrumentality. *By* expresses indirect; with, direct agency.] So, a man is killed *with* an axe, *by* a man; When the unconscious instrument is personified, *by* may be used, *e.g.*, "The man was struck *by* lightning."

Do not say, "He has a *bad* cold, a *bad* wound, &c." Use some other adjective—*severe*, *dangerous*, &c.

Do not say, "I wish very *badly* to do so." Use *very much*, *greatly*, or some other adverbial expression.

Do not say, "I *beg* to say &c.," for "I beg *leave* to say &c."

Do not use *between* of more than two objects. Use *among*. "I live between Mr. Smith and Mr. Brown." "I live *among* friends." [*Between* is often incorrectly employed in such expressions as, "The distance between each post was twenty feet." There can be no distance *between one* thing. A different turn must be given to such a sentence; *e.g.*: "The distance from each post to the next one was &c.;" or,

"The distance between any two consecutive posts was &c."]

Do not speak of *collecting* a bill. The items or the various moneys or amounts constituting a bill may be collected. [It is impossible to collect one thing only.]

Do not use an infinitive as the object of *commence* or *essay*. [There is no necessity for using *commence* at all. *Begin* is a much better word.]

Do not use *condone* for *atone for* or *palliate*. [*Condone* is simply to forgive, as applied to things.]

Do not use *climax* for *acme* or *highest point*. [*Climax* is a ladder or gradual ascent, not the top of the ladder.]

Do not use *constantly* for *often* or *continually*. [*Constantly* means firmly or steadfastly; as, "He kept his eyes fixed constantly on the goal."]

Do not use *celebrity* for *celebrated person*. [*Celebrity* means renown; *e.g.:* "A man of celebrity in Science."]

Do not use *consequence* for *importance* or *moment*. [*Consequence* means result.]

Do not say, "He is of a *capricious mind*." Say simply, "He is capricious."

Do not use *claim* for *assert* or *say*.

Do not use *upon* for *on*, after *to call*. *E.g.:* "He called on [not upon] me."

Do not say, "I cannot *catch* the train," for "I cannot catch up to [or, with] the train."

Do not use *consider* for *deem* or *think*. [*Consider* means to ponder.]

Do not use *curious* for *strange* or *remarkable*.

Do not use *caption* for *heading*. [*Caption* means taking, or capture.]

Do not use *citizen* for *person*.

Do not use *circumstance* for *event* or *occurrence*. [A *Circumstance* is "something pertaining to a fact, but not essential thereto."]

Do not use *may*, *can*, *must*, *shall*, *will*, and other auxiliary verbs *alone*, unless the form of the preceding principal verb may be repeated without change after the auxiliary. *E.g.:* "He did as well as he *could*," is incorrect. "He will do as well as he *can*," is correct.

Do not use *couple* for *two*, unless the persons or things spoken of are joined, either literally or figuratively. Thus, speak of a *happy couple* [a man and wife], or of a *couple of handcuffs*, but not of a *couple* of dollars.

Do not use *calibre* [figuratively] of things. It is a applicable to persons only.

Do not use *contention* of an individual act: a *contest*, *struggle*, *combat*. [*Contention* implies habit or custom; *e.g.:* "He displayed a spirit of contention through all the negotiations."]

Do not say, "He was *on* the horns of a dilemma." [*Dilemma* means "two enclosing positions terminat-

ing in what may be called horns." Say, therefore, "He was *between* the horns of a dilemma;" or, "He was in a dilemma."]

Do not say, "In distinction [or contradistinction] *to*." [Use *from*.]

Do not say, "It *would be desirable* [or *advisable*] to go away." Say, "It *is* desirable [or advisable] to go away."

Do not use *demean* for *bemean*. To *demean oneself* is to behave oneself; *to bemean oneself* is to lower or disgrace oneself.

Do not say, "Goods of that *description*," for "goods of that kind or sort." [Confine *description* to the meaning of *explanation* or *recital*.]

Do not use *detect* for *distinguish*, *see*, *make out*. [*Detect* means to bring to light, to reveal, to expose. Thus, "The criminals were detected in their crime," is correct. "The peasants could be detected at once," is incorrect.

Do not use *dangerous* for *very ill* or *in danger*.

Do not use *denuded* as an exact equivalent of *bare*. [A thing cannot be denuded of that which it has never had.]

Do not use *deprecate* for *condemn* or *censure*. [*Deprecate* means to beg off or pray exemption from. *E.g.*: "I deprecate the infliction of the death penalty upon the prisoner."]

Do not say, "He died *with* a disease." [Use *of*.]

Do not use *directly* for *as soon as*. [Say, "As soon as he came in, he went out again;" not, "Directly he &c., &c."]

Do not use *donate* for *give*, unless the gift is princely in amount or made with great ceremony.

Do not say *a dirt road* for *a sand* [or *earth or gravel*, &c.] road.

Do not use *divine* [as a noun] for *clergyman*, *minister*, *preacher*, &c.

Do not say, "That property has *depreciated in value*." *Depreciate* alone means to fall in value. *In value* is therefore pleonastic. [*Depreciate* is either transitive (to bring down the value of) or intransitive (to fall in value). The former is said to be the preferable use, but the latter is the more common use.]

Do not say, "I *differ with* you upon that point." Say, "I *differ from* you &c." [*Differ with* is sometimes used for quarrel with, or have a misunderstanding with. This use is, however, rather rare.]

Do not say, "He lives *some distance* from here." Say, "He lives *at some distance* &c."

Do not use *differentiate* for *distinguish*. [*Differentiate* should be confined to mathematical and other scientific expressions.]

Do not employ *expect* for *think* or *believe*. [*Expect* means to look forward to, and should be used only of the future.]

Do not say, "He has lost ever so many horses." If used at all, the expression should be, "*never so many.*"]

Do not say *equally as well as.* Say, *equally well*, or *as well as.*

Do not say *equanimity of mind, anxiety of mind, unanimity of mind.* That is, do not use compounds of *animus* or *anima* along with *mind, temper, spirit, affection,* &c.; as such expressions are pleonastic. [So, *unity* or *agreement of mind* is a better expression than *equanimity of mind.*]

Do not say, "I have *every* confidence in him," for, "I have *the greatest* [or *entire*] confidence in him."

Do not use *executed* for *put to death.* [Laws or sentences are *executed* (*i.e.*, carried out), and the criminal is hanged or shot or otherwise killed.]

Do not use *enact* for *act. To enact* is to establish by law, to decree, to perform. [So say, "A law was passed"—not enacted; but, "It was enacted by law that all murderers should be put to death."]

Do not use *endorse* for *approve of, applaud, sanction.* Confine the employment of *endorse* to its ordinary commercial meaning.

Do not use *embrace* for *comprise.*

Do not use *empty* for *discharge* or *flow into* [of a river].

Do not say, "He *tried an experiment.*" [This is tautological, as an experiment is a trial. The expression should be, "He made, or performed, an experiment."]

Do not say *on every hand*, for *on each hand*, or *on both hands.*

Do not use *either*, *neither* and *whether* of more than two persons or things.

Do not follow *else* with *but.* *Than* is the proper word to use after *else.*

Do not use *exemplary* as an exact synonym for *excellent.* [*Exemplary* means giving an example, as in: "He inflicted exemplary punishment."]

Do not say, "I *experience* great pleasure [or pain"]. Say, "I *feel* &c."

Do not use *excessively* for *exceedingly* or *very.*

Do not use *effluviums* or *effluviae* for effluvia [the plural of effluvium.]

Do not confuse *few* and *a few.* There is a great distinction in meaning between the two. *E.g.:* "*Few* persons like Mr. Smith," means that *but few* like him, *i.e.*, that he is generally disliked. "*A few* persons like Mr. Smith," means that some persons [perhaps all who know him] like him. Therefore, *few* should be followed by *and; a few* by *but; e.g.:* "Few persons like Mr. Smith, *and* these persons would not like him did they know him well." "*A*

few persons like Mr. Smith, *but* more persons like Mr. Brown."

Do not confuse *at fault* with *in fault*. [*At fault* is a hunting phrase meaning "off the scent" (equivalent to at sea); *in fault* is in error.]

Do not say, "He *faithfully promised* to do it." [One may do a thing faithfully, or may promise to do it faithfully; but one cannot faithfully promise to do it.]

Do not use *future* for *next* or *subsequent* [of the past]. Thus, "The future career of Milton was &c.," should be, "The after [or subsequent] career of Milton was &c." Again, "For the future the course of Columbus was &c.," should be, "Thenceforward [or *after this*, or *thereafter*, or *subsequently*] the course of Columbus was &c."

Do not say, "*Go and fetch* it." [*Fetch* alone means *to go and bring*. The expression is, therefore, pleonastic.]

Do not say, "I forbid you *from* going." Say, "I forbid you to go," or, "I forbid your going." [With *prevent* or *hinder*, however, use *from*.]

Do not compare adjectives ending in *ful*. Say, "He showed more grace," or use some other expression in preference to "He was *more graceful*." [Of course, the adjective *full* ought never to be compared. Instead of saying, "That jug is fuller than the other," say, "That jug is *more nearly full* than &c." A similar remark will apply to many other adjectives (*entire*, *perfect*, &c.), the meaning of which admits of no degrees or gradations.]

Do not use *female* for *woman.*

Do not say *fall down, sink down, rise up, ascend up*, &c., as the adverbs are implied in the verbs. Say *fall, sink, rise, ascend*, &c.

Do not use *fix* for *repair, arrange, set up.* [*Fix* properly means *to fasten firmly*, as, "He fixed a nail into the wall."]

Do not spell the plural of *fly*, a carriage, *flies.* The correct form is *flys.*

Do not use incorrect forms of *foreign adjectives.* Say, *naïfs men, naïves women, naïfs features, i. e.*, make the adjectives agree in gender and number with its noun taken as a foreign word. [This rule applies especially to French adjectives.]

Do not use the word *graphic* of sound, or of anything but written or pictured representation.

Do not use *going to* or *just going to*, for *about to.*

Do not use *grow* as a transitive verb. Say, "He cultivates [produces, raises crops of, &c.] corn."

Do not say, "He *grows small*;" for this involves a contradiction. Use *decrease, diminish, become smaller.*

Do not use *get to* for *attend, be at, be present at, go to.*

Do not use *gubernatorial* for *governmental,*

Do not use *gratuitous* for *asserted without proof.*

Do not say, "The thing is *no good* [or *no use*]." Say, "The thing is *of* no good [*of* no use]."

Do not say, "That is *one of the great, if not the greatest* man I have ever seen." This construction involves a grammatical contradiction, as will be seen by supplying the ellipsis: "That is one of the greatest [men], if not the greatest [man], I have ever seen."

Do not say, "He gives no more than *he can help*." [Logically, it ought to be, "He gives no more than he cannot help;" but as this expression is very awkward, use some other, *e.g.:* "He gives no more than is absolutely necessary," "He gives only what he must give (or, is forced to give, or, cannot avoid giving)."]

Do not use *humanitarian* for *humane*. [The original and correct meaning of *humanitarian* is denying the divinity of Christ.

Do not use, as an adverb, *hardly* for *hard*. Say, "He struck the man hard," "He felt the blow hard" [not hardly]. *Hardly* means scarcely.

Do not use the word *help-meet* [one word]. Say, "He has a help meet [fit] for him," "He has a help-mate," but not, "He has a help-meet."

Do not use *high* with *calibre*, when the latter has a figurative meaning. Say, "A man of *large* [or *great*] calibre."

Do not use *have* pleonastically, *e.g.:* "I do not like to have you go," for, "I do not like your going," or, "I do not like you to go."

Do not say, "He reached a *higher stage of perfection* than most men." [There can be no grades or stages in perfection. The sentence should therefore be, "He came nearer perfection &c." A similar remark applies to all these other words *(entirity, totality, fulness,* &c.), the meaning of which, from their very nature, admits of no gradations.]

Do not use *if* for *whether.* Say, "I cannot tell whether [not *if*] he will come or not."

Do not use *invest* for *buy,* without an object. Say, "He bought," *not,* "He invested in that." *Invest* is correctly used as follows: "He invested a large sum of money in wheat."

Do not use *idea* for *opinion.* [*Idea* is an image in the mind.]

Do not use *incorrect,* or *wrong,* or *bad,* with orthography, orthoepy, calligraphy, &c. [The reason is obvious: *orthos* means correct, *kalos* means beautiful. So say, *wrong spelling, incorrect pronunciation, bad writing,* &c.

Do not use *individual* for *person,* unless you wish to emphasize the idea of individuality, as is the case in the following sentence: "We may condemn the association as a whole, whilst honoring the *individuals* that compose it."

Do not use *infallible* for *inevitable.* Say, "The inevitable [not, the infallible] result was so and so."

Do not use *inaugurate* for *begin.* [To *inaugurate* is *to install in office* with certain ceremonies." *Inaugurate* should seldom be used of things, unless personified. It is the proper word in the following phrase: "To inaugurate a good and jovial year."]

Do not use *implicit* for *unbounded* or *unlimited*, as it is used in, "I have *implicit* confidence in him." [*Implicit* properly means woven into, expressed by implication, as opposed to *explicit.*

Do not employ *item* for *paragraph* or *piece of news.*

Do not say, "I have not seen him *in* six months, *in* a year, &c." [Use *for.*]

Do not say *an illy equipped force*, for *an ill* [or *badly*] *equipped force.* There is no such word as *illy: ill* being both abverb and adjective. [In England, *ill* (as adjective) is preferred to *sick: sick* having the meaning of *nauseated.* In America *sick* and *ill* are almost interchangeable. Authority shows that *sick*, in the sense of *ill*, is perfectly correct.]

Do not use *identified with* for *prominent in* or *closely connected with*, as it is used in the following sentence: "He was *identified with* that movement." *Prominently identified with*, is worse still. [*To identify* is, to prove to be the same, or to ascertain or certify to the identity of." *E.g.:* "The body was identified as that of Mr. H."]

Do not use *if* when there is no supposition or doubt. Do not say, "*If*, in the main, I have so acted, my reason is &c." [Say, "My reason for having so acted is &c."]

Do not employ *interested in* for *concerned in* or *taking part in.* It is correct to say, "I am *interested in* [*i.e., I take an interest in*] works of art;" but it is not correct to say, "I am *interested* in wheat" [for, "I deal in wheat," or, "I am engaged in wheat-buying"].

Do not say, *in so far as,* for *so far as,* or *as far as.* [The *in* is clearly superfluous. Of the two expressions, *so far as* and *as far as,* the first is greatly preferable.]

Do not speak of a *monthly* or a *quarterly magazine* as a *journal.* [Etymologically, a *journal* is a *daily newspaper.* The term *journal* may, however, be applied to a weekly, a semi-weekly or a tri-weekly publication.]

Do not use *jewelry* of individual gems or other ornaments. Say, "His stock of *jewelry* was large;" but, "She wore magnificent *jewels.*" [*Jewelry* is a collective noun.]

Do not spell the plural of *Knight Templar Knights Templar* or *Knight Templars;* it is *Knights Templars.* [*Templar* is a noun in opposition to *Knight.*]

Do not say, "The *lowest* and the *highest* house on the cliff," when referring to the position of the houses. Use *lowermost* and *uppermost. Lowest* and *highest* should be applied to dimensions only.

Do not say, "He *left* it alone," for "He *let* it alone."

Do not say, "He *lit* a fire." Use *lighted.* [*Lit* is sometimes vulgarly employed as the past tense of *light* (alight), to come down upon, rest upon. Instead of

saying, "The bird *lit* upon the fence," say, "The bird *alighted* upon the fence."]

Do not use *leave* (to quit) without an object, as it is used in "When did you leave?" [Say, "When did you go away?" "When did you leave home, town, &c.?"]

Do not say, "The *lay* of the land is good," for, "The *lie* &c." [The use of *lie* in this sense should be avoided for the same reason that makes us avoid the use of *certain*, *any*, &c., *viz.*, it is an ambiguons word.]

Do not use *limited* as exactly synonymous with *small* or *short*, but confine it to its strictly literal and original meaning of shortened, *abbreviated*, *compressed within limits; e. g.:* "He was granted strictly *limited* hours of recreation."

Do not employ *loan* as a verb *Loan* is properly used as a noun, the corresponding verb being *lend*. Say, "He *lent* me money, and afterwarks I effected [or made] a *loan* for him."

Do not say, "I speak *loud*," for, "I speak *loudly*." [Shakespeare uses *loud* for *loudly*, but *loudly* is the correct prose form of the adverb.]

Do not use *at length* for *at last, finally*. [*At length* means fully, lengthily, as, "He reported the speech at length."]

Do not use *myself* and the other reflexive pronouns as nominatives, except for emphasis. Do not say, "When the soldiers and *myself* had gone." [Use *I* instead of *myself*.]

Do not use *the masses* for *the people.*

Do not say, "He is *more of a man* than I am." Use some other expression: *more manly, better,* &c.

Do not say, "*I am mistaken,*" for, "*I mistake, I make a mistake, I am incorrect,* &c." ["*I am mistaken*" really means, "*I am misunderstood,*" or "*taken wrongly.*"]

Do not spell the plural of *miasma, miasmæ.* It is *miasmata.*

Do not use *make* for *gain* or *earn.* [Say, "Does he earn much?" "Will he gain much?" *not,* "Does he make much?" "Will he make much?"]

Do not use *novitiate* for *novice.* [The *novitiate* is the period during which one is a *novice.*]

Do not say, "He merely *named* the incident or occurrence." [A person or place may be named, but not an occurrence or event. The latter is *mentioned, alluded to, described.*]

Do not say, "*No one* was there," for, "*not one* was there." [The adjective *no* was originally *no one.* Therefore, *no one* is pleonastic. The adverb *no* is etymologically *not* or *never.* Therefore, such expressions as *no sooner, no more* may be considered correct, although *not sooner, not more* are preferable. *Nobody, no person,* &c., may often be advantageously used in place of *no one.* To the employment of these there is no objection, as there is to that of *no one.*]

Do not say, "*No* gold *or* silver. Say, "No gold *nor* silver." ["No gold or silver" would mean that gold

and silver are the same thing. If this meaning were intended, there ought to be a comma after gold, or else "or silver" ought to be in parentheses; *e.g.:* "No ancient Mexicans, or Aztecs, or (*or Aztecs*) were to be seen."]

Do not say, "*not as good*," "*not as wise.*" [After *not* use *so.*]

Do not say, "He *came near* dying," for "He almost died," "He narrowly escaped death," &c.

Do not say, "No gold and no silver *are* here." Use the singular verb. [The principle in this case is the same as in the case of *each* and *every.*]

Do not use *nasty* for *disagreeable.*

Do not say, "I *never* remember to have seen," for, "I do not remember ever to have seen." ["I never remember to have seen," really means, "I always forget &c."]

Do not use "next Sunday," "next Monday," &c., for *the Sunday, Monday,* &c., *after next.* [*Next Sunday* is the nearest Sunday.]

Do not say, "I *never* committed the crime," for, "I did *not* commit the crime;" *i. e.*, do not use *never* for *not.*

Do not say, "I do not think it is true," for, "I think [or better, *believe*] it is not true."

Do not say, "He was *nothing like so* good as his brother," "He wrote *nothing like so* well as his brother." [Use "*not nearly.*"]

Do not use *near* for *nearly.* [Say, "He is not *nearly* so rich as &c.," not, "He is not *near* &c."]

Do not use the expression *new beginners* for *beginners* alone.

Do not say *on the street* for *in the street.* [A street is properly a passage or space, not a roadway.]

Do not employ the self-contradictory expression *old news.*

Do not use *he, him* and *his,* or *she, her* and *her,* for *one* and *one's.* Say, "When one learns *one's* lesson, *one* &c.;" not, "When one learns *his* lesson, *he* &c." [Of course, *they, their* and *them* ought never to have *one* as antecedent]

Do not use *over and above* for *more than.*

Do not use *over his signature* for *under his signature.* [The latter, which is the only correct form, means under the sanction of his signature.]

Do not use *observe* for *say.* [I *observe* means I see or notice.]

Do not use *ovation* as an exact synonym for *shouting* and *cheering. Ovation* is applied correctly to great occasions, festivals, triumphs.

Do not say, "I have no *other* purpose *than* this." Say, "I have no purpose *other than* this," *i, e.,* keep *other* and *than* together. [A similar rule applies to comparatives in general and to many words *(e.g., rather)* like *other,* which have a comparative form and force. Therefore say, "Your house is larger than your cousin's," in preference to, "That is a larger house of yours than your cousin's."]

Do not say *old veterans,* as the word *veterans* implies length of service. If "length of days," as well as

length of service, is to be expressed, use *aged* or some other word or phrase instead of *old.*

Do not, unless unavoidable, pluralize the indefinite pronoun *one.* Prefer, "You have three good horses and I have two bad horses," or, "You have three good, and I have two bad horses," to "You have three good horses and I have two bad *ones.*"

Do not say, *among the others, among others, among the rest.* [A person or thing cannot be *among* other persons or things. Say, *along with the others,* or *others,* or *the rest.*]

Do not use *proposition* for *proposal* or *offer.* Say: "I made the *proposal* to him; and he, in return, demonstrated the *proposition* for me." [*Proposal,* in the sense of *offer,* is preferable to *proposition,* because it is shorter and unambiguous.]

Do not use *pocket-hand-kerchief* and *neck-hand-kerchief* for *hand-kerchief* or *neck-kerchief* respectively.

Do not use *pretend* for *claim* or *assert.* Say, "He claimed [or asserted] that he was correct."

Do not use *preposterous* for *absurb.* [*Preposterous* properly means, *putting the first last and the last first.* Besides, it is a longer word than *absurd.*]

Do not use *previous* and *subsequent* as adverbs. Say: "He came *previously* [or *subsequently*] to your arrival."

Do not use *partially* for *partly.* [*Partially* should be confined to its meaning of *with partiality,* but is seldom employed.

Do not use *people* for *persons* individually. Say, "There were three persons [not, *people*] present." [*People* means a race or nation, or else *persons* collectively—the old word *folk*.]

Do not use a plural verb or pronoun with *each* or *every*. Say: "Each day and each hour [or, every day and every hour] *brings its* cares."

Do not use the *plural* form of the noun in such cases as, "Men's *healths* have suffered;" "The children's *illnesses* have increased." [The rule is, that a noun governing the possessive plural, should not itself be in the plural, unless the sense requires it. This rule will apply chiefly to abstract nouns: *virtue, sin*, &c. The sense will, of course, require the plural in such an instance as, "The children's *hands* were injured."]

Do not use the *plural* form in such compound adjectival expressions as, calves'-*foot* jelly, ten-*foot* pole, twenty-*dollar* watch.

Do not say, "All have rights and *privileges*." [*Privilege* (literally, *private law*) is some favor or advantage enjoyed by an *individual*. So, all have *rights;* but all have not *privileges*.]

Do not use the present participle for the past participle or the perfect participle. So, instead of saying, "After seeing him, I went away;" say, "After having seen him," &c.

Do not use *plastic* of the person or hand that fashions, but of the material fashioned. Say, "His plastic mind was easily impressed;" not, "He moulded with his plastic touch the mind of his brother."

Do not use *pell-mell* of one person or thing.

Do not say, "*Providing* he has the money, he will pay." Use *provided.*

Do not use *presume* for *think* or *believe.* Do not say, "I presume that is correct."

Do not use *period* for *point of time. Period* means series of years or duration. *E.g.:* "The period between 1862 and 1882 was" &c.

Do not use *persuaded* for *convinced.* One is *convinced* by argument; one is *persuaded* by entreaty. One's is persuaded; one's reason, convinced.

Do not use *quite* before a noun. Do not say, "That is *quite* a house." [*Quite* may properly be used before an adjective ("He is quite ill"): it then means *entirely, completely;* not *tolerably, pretty.*]

Do not use *partake* for *eat* or *drink.* Say, "He ate some food and drank some water," not, "He *partook* of food and water." [*Partake* means to share or share with; *e.g.:* "Sit down, and partake of dinner with me."]

Do not use *per* before English nouns: use *a. Per* is correct before Latin nouns. [Thus: "So much per-annum;" "so much *a* year;" "*per* capita," or "a head."]

Do not use the past tense for the perfect tense. Say, "He is the best man I *have* ever seen" [not, "I ever saw"].

Do not use *replace* for *displace.* To *replace* is to place again, *i. e.*, to restore [the same thing] to its former place. *Displace* is to put out of place, and therefore [often], to put one thing into the place of another.

Do not say, "You have no *right* to pay him so large a price;" meaning, "You are not called upon [or, in duty bound]" &c.

Do not say, "It is *rarely* that I see him. [*Rarely*, adverb, should be *rare*, adjective, after the verb to be.]

Do not use *recommend* for *advise* or *counsel.* "I *recommend* you to go away," should be, "I advise you" &c.

Do not use *rendition* for *performance* or *rendering* [of a reading, piece of music, &c.]. *Rendition* means *surrender.*

Do not say, "*Rev.* Mr. H. is here." Say, "*The* Rev. Mr. H. is here."

Do not say, "This *road takes* you to Paris." Say, "This road *leads* [or, *leads one*] to Paris."

Do not use *remit* for *send. Remit* means to send back, to relax, to surrender, to forgive. "To send a remittance," is still worse than, "to remit money."

Do not use the adjective *scarce* for the adverb *scarcely.* Say, "Scarcely a bushel" [not, *scarce*].

Do not use *species* for *kind*, unless in a scientific sense.

Do not say, "I *shall have* pleasure in accepting your invitation." Use the present tense [I have—or take—pleasure" &c.].

Do not say, *seldom or ever*, for *seldom or never*, or *seldom if ever.*

Do not use *spare* for give. *Spare* means to *save.* So: "I cannot spare you any more, should be, "I cannot give you any more."

Do not use *sensation* for *exciting news*

Do not use *since* for *ago.* Say, "About a year *ago*;" not, "About a year *since.*"

Do not say, "The business was very large, *so much so* as to require" &c. [Repeat the adjective: "*so large* as to" &c.

Do not use *summons*, as a verb, for *summon.* Say, "He was *summoned* [not *summonsed*] to court."

Do not say, "He is *such another* man as his brother." [*Another* should precede *such*: "another such."]

Do not use *superior* for *able.* Say, "He is an *able* [not a *superior*] man."

Do not use *supposititious* for *supposed* or *hypothetical. Supposititious* means *spurious;* and there is no necessity for using it at all.

Do not use *settle* for *pay.* Say, "He paid the account;" not, "He settled the account."

Do not use *such* for *so.* Say, "So good a man;" not: "Such a good man."

Do not say, "*It storms*," when it only rains or snows. [A *storm* is a violent movement in the atmosphere, with or without hail, snow, sleet or rain.]

Do no use *splendid* for merely *great* or *good*. *Splendid* should be used of that only which is literally or metophorically *brilliant*. *E.g.:* "A *splendid* endurance of hardships on the march," is incorrect. "A *splendid* charge upon the enemy, when the march was over;" is correct.

Do not say, *a summer's morning, a winter's morning;* for, *a summer morning, a winter morning*. [We should never think of saying, *a spring's morning, a fall's morning*.]

Do not use *strata* as a singular noun. *Stratum* is singular; *strata* is plural.

Do not speak of *a wider* [or *more extended*] *point of view* [*or stand-point*]; as a point cannot be anything but a point. [*Point of view* is preferable to *stand point;* as the latter expression is logically absurd: one cannot stand on a point. If *stand-point* is used, do not say, "He *approached* from the stand-point;" as *approach* denotes motion, *stand-point* rest.]

Do not use *sincere* without its completing words. *E.g.:* "He is sincere *in his aims*, in his *means*;" is correct. [This necessity arises from the two-fold or ambiguous meaning of *sincere*. One may be sincere in one's aims, but not sincere in one's means of reaching those aims.] *Honest*, on the other hand, may be used alone; as it means straight-forward and sincere in every thing.

Do not use *scorn* and *disdain*, as verbs, with the name of a person as object. Do not say, "He scorns [or

disdains] Mr. S." Use *despise, look down upon,* or some other expression.

Do not use *small* of quantity. [*Small* is applicable only to dimensions. Thus, do not say, "The smallest assistance will be thankfully received." It should be, "The *least* assistance" &c.]

Do not use *statu quo* or *bona fide* for *status quo* or *bona fides.* Say, "The *status quo* remained unchanged, each party having preserved *bona fides.*" A similar remark will apply to many other foreign expressions. Of course, wherever there is a satisfactory English equivalent, a foreign word or phrase should not be used.

Do not say, "Will you *take* some meat?" Say, "Will you *have* veal [or beef, or whatever it is]?"

Do not say, "It is a quarter *to* ten." Say, "A quarter *of* ten."

Do not say, "The *taxes* are levied on persons, and collected from land." The reverse is the case: taxes are levied on land and collected from persons.

Do not use *though* for *if.* Say: "I feel as *if* [not *though*] I could die."

Do not say, "We *take* dinner, tea," &c. Use *have.*

Do not employ *thereabouts, hereabouts, whereabouts* (with final *s*) as adverbs. Say, "It was in 1859 or *thereabout.*" As nouns these words take the *s*; *e.g.*: "Do you know his *whereabouts*?"

Do not say, *that far, that much, that many,* &c., for *so far, so much, so many,* &c.

Do not use the word *tea* for *broth, medicine, solution,* unless absolutely unavoidable. [*Tea* is the plant itself or the beverage made from its leaves.]

Do not say, "I prefer *to walk to ride.*" Say, "I prefer *walking* to *riding.*"

Do not say, "I have been *to* Paris." [Use *at.* One can *go to,* but *not be to,* a place].

Do not say, "Which do you *the* more admire: him or her?" [Omit *the.*]

Do not use *underhanded* for *underhand.* Say, "He made money by *underhand* [not *underhanded*] dealings."

Do not use *utter* as an exact equivalent of *say* or *express.* [*Utter* is to speak, give forth, or pronounce, generally in a loud voice.] Say therefore, "He uttered a sharp cry;" but, "He expressed a noble sentiment."

Do not use *ultimate* of the *past.* Confine it to the *future.* Do not say: "The *ultimate* issue of the Thirty Years' war was" &c. Say, "The result [or, the issue, the end, the conclusion, the subsequent course of the Thirty Years' War was" &c.

Do not use the adjective *utter* indiscriminately for *entire* or *complete. E.g.:* One may say, *utter nonsense;* but not, *utter sense.* [A similar remark will apply to the adverb *utterly.*]

Do not use *valuable* for *valued.* Say: "One of our most *valued* [or, *most highly valued*—not *valuable*] contributors has sent us a most *valuable* [not *valued*] article."

Do not say, "I am *very* pleased," "*too* pleased," "*so* pleased;" for, "I am *very much* pleased," "*too much* pleased," "*so much* pleased." That is, with past participles used as adjectives or along with auxiliaries, insert *much* after *very*, *too* and *so*. We say, "He is very little [too little, so little] loved." We ought, therefore, to say, "He is very much [too much, so much] loved." Strictly speaking, *so hated* means *hated*, not to a certain degree, but in a certain manner.

Do not say Toronto and *vicinity;* but, Toronto and *its vicinity*. [*Neighbourhood* is generally a better word to employ than *vicinity*.]

Do not repeat unnecessarily the word *whether*. Do not say, "Whether he was rich, or *whether* he was poor." [Omit the second *whether*.] As has been said before, *whether*, *either* and *neither* ought properly to be employed only of two persons or things. Therefore, where several are mentioned, they should be grouped in couples: *e.g.:* "Whether he has gold or silver, whether he has stocks or bonds;" [or: "Whether he has gold or silver, stocks or bonds" (the second *whether* being unexpressed).] This is better than: "Whether he has gold, silver, stocks or bonds."

Do not say: "Whether he *be* right or wrong." [Use with *whether* the indicative *is*, not the subjunctive *be*, unless the rules given for the subjunctive apply to the sentence.]

Do not say: "Give it to *whomsoever* asks for it." Say: "Give it to *whosoever* [or *whoever*] asks for it." [The

object of *to* is not *whomsoever*, but some noun or pronoun unexpressed: *the person, him.*]

Do not say, "Where have you gone *to?*" Say, "Where have you gone?"

Do not use the verb *witness* for *see* or *behold.* Say: "That is the most beautiful scenery I have ever beheld [or *seen;* not *witnessed*]." To *witness* means to see or be present at the performance of some act or at the occurrence of some event. So a man *witnesses* a fight, but does not *witness* scenery. *Witness*, moreover, generally carries with it the idea of giving testimony. Where such idea is lacking, it is better to use *see* or *behold.*

Do not use *what for?* for *why?* Say: "Why do you act so?" not: "What do you act so *for?*"

Do not say, "*A widow woman.*" [Omit *woman*, which is superfluous.]

Do not confuse the "editorial *we*" with the ordinary *we*, as is done in the following: "As a public journalist, *we* must say that when other men act in that way, *we all* [*i. e., all persons*] feel aggrieved."

Do not say *whether or no*, for, *whether or not*, unless *no* is an adjective qualifying some noun unexpressed. Thus: "Whether he comes or *not* [not *no*];" but, "Whether he is a merchant or *no.*" In the latter instance, however, *not* would be quite correct. ["Whether he is a merchant or is *not* a merchant."]

Do not use "*the whole of*" [before a plural noun] for *all.* Say: "All the deputies were present;" not, "The whole of" &c.

Do not use *winsome* for *winning*. *Winsome* means joyous, light-hearted. "His daughter was a winsome lass; she had a winning smile."

Do not use *worse* for *more*. Say: "He disliked vinegar *more* [not *worse*] than pepper." [A similar remark will apply to *better*.]

Do not use *want* for *need* [verb]. To avoid ambiguity, *want* should be restricted to its meaning of *wish* or *desire; need*, to that of *lack* or *be under the necessity of*. Say, therefore, "I want to go for a drive;" but not, "The man was so poor that he actually *wanted* [lacked, needed] bread;" or worse, "You *want* [need to, or must] go away."

Do not say, "*Yesterday's Times* has come." Say, "The *Times* of yesterday has come."

Do not end a letter with *Yours &c.*, for *Yours truly*, *Respectfully yours*, or some other expression.

GRAMMATICAL POINTS.

Avoid such constructions as, "The object of your brother's writing the letter was" &c. [Prefer, "The object your brother had in writing the letter was" &c.; or, "Your brother's object in writing the letter was" &c. The gerundial infinite ought to be used—if at all—but very sparingly with a possessive case, especially when the possessive is preceded by *of*. A similar remark applies still more strongly to the noun form in *ing; e.g.:* "His killing of the man was" &c.

Be careful about the position of *also*, *even*, *only*—in fact, of all adverbs, prepositions and conjunctions. As

a general rule, adverbs precede the words they modify. Thus: "He only writes," is correct; but, say, "He does nothing but write;" or use some other expression.

Prefer: "In the works *of even* great men;" to, "In the works *even of* great men." So: "*Of both* ancient and modern times," is better than, "*Both of* ancient *and of* modern times." [*Both* would properly come before *of* in such a construction as: "Both of and from him."] "Both of ancient and modern times" [without the second *of*] is entirely incorrect.

"Nobody's else book," is said to be preferable to, "Nobody else's book." Custom has, however, firmly established the latter form. But it is better to employ some other expression; *e.g.:* "The book of no one else;" "No other person's book."

"Thou canst not tell whence it cometh *or* whither it goeth." *Or* should be used here, as the *not* modifies (in meaning) all the subsequent part of the sentence. We should never think of saying: "Whence it cometh *nor* whither it goeth, thou canst not tell." In, "We will not serve thy gods *nor* worship the golden image which thou hast set up;" *nor* is correct; as *serve* does not govern the rest of the sentence. [Some grammarians, however, contend that *or* would be equally good: the effect of the *not* extending over both subsequent verbs. The soundness of this contention is questionable.] The most elegant form to give the sentence is; "We will not serve thy gods, *nor will* we worship the golden image" &c.

In such an expression as, "I do not want butter or honey;" the strict meaning is, "I do not want merely one of the two." "I want neither butter nor honey," means, "I do not want either."

When two nouns in the possessive case are in apposition, the apostrophe and *s* may be added to either noun. Thus: "This book is Virgil, the Roman *poet's*;" or: "This book is Virgil's, the Roman poet." [If, however, the appositive enlargement is complex, or if it consists of several terms, the apostrophe and *s* should be added to the first noun. *E.g.:* "This book is Virgil's, the great and renowned Roman poet." Again, if each appositive noun is very emphatic, the apostrophe and *s* may be added to each. When any doubt arises as to the proper form, employ another expression; *e.g.:* "This book is one of the works of Virgil, the great and renowned Roman poet."

Avoid the use of such forms as, "John, William and James's father." Prefer, "The father of John, William and James;" or, "The father of John, of William and of James."

None and *any*, although originally singular, may now be used as plurals.

Such expressions as, "While playing, the boy was killed," are quite correct. That is, the auxiliary may be left out, although the phrase is introduced by a subordinate conjunction.

When the auxiliary verb used with a past participle consists of two words (*i.e.*, is compound), the adverb generally comes after the compound auxiliary, not

between its two parts. *E.g.:* "Why he should have suddenly renounced his faith," &c.; is better than, "Why he should suddenly have renounced" &c. The best form, perhaps, is, "Why he should have renounced his faith suddenly" &c.

It is correct to say, "*This* seven years has passed;" "This hundred dollars is there:" the seven years being taken as forming one period of time; and the hundred dollars, one sum of money. To avoid the seeming want of agreement between the singular and the plural, use some collective noun after *this; e.g.: space, period,* in the first case; *sum, amount,* in the second. [The forms, *these seven years, these hundred dollars,* would draw attention to the individual years and the individual dollars.]

As a general rule, collective nouns (that is, those nouns as which have both the singular and the plural form, *number, crowd)* require a singular verb with their singular form, and a plural verb with their plural form. [However, the plural verb may be used with the singular form when the idea of plurality is to be very prominent.] Nouns of multitude, on the other hand, (that is, those which have no plural form, as *clergy, nobility)* generally require a plural verb. *E.g.:* "The clergy *were* assembled; there *was* a large number present."

Do not use such words as *mathematics, statics, physics, metaphysics (i.e.,* words originally plural, but now used in the singular), as subjects. So, say: "The study [or science, or practice] of mathematics is useful;" rather than, "Mathematics is [or are] useful."

Dare, meaning *to venture*, and used with another verb, requires no *to* before this latter verb, and has in its past tense *durst* and in its third person singular present indicative *dare* (not *dares*). [The form *dared* may, however, be used for *durst*, in the past tense. *Dared* will then take no *to* before the infinitive. *Durst* is often employed for the present *dare*, although the latter is preferable; *e.g.:* "He durst not do so."

Dare, as a principal verb, meaning *to challenge*, has *dares* in the third person singular present indicative, and *dared* in the past. *E.g.:* "He *dares* me to-day, and he *dared* me yesterday to fight."

Need has, in the third person singular present indicative, the same peculiarity as *dare*. Meaning *to lack* and used as a principal verb, it takes *s;* meaning *to be necessary*, and used as an auxiliary (without *to*), it does not; *e.g.:* "He *needs* money; still he *need* not beg."

The participle and the infinitive may be used absolutely, as: "*Speaking* [or, *to speak*] generally, it is advisable to go." This absolute form should be but sparingly employed.

If, *although*, and other conditional conjunctions do not necessarily require the subjunctive mood. They do require it, (1) When the conception is contrary to facts; *e.g.:* "If the world were round." (2) When the supposition is a mere mental conception, without reference to how the matter will really be decided, or to what the result will be; *e.g.:* "If he went away [or, were to go away], I should be

happy." [In such expressions as, "If it rains, I shall not go out;" the indicative is to be preferred to the subjunctive.]

As a principal verb, *do* may be employed for active transitive verbs only. For these verbs, moreover, *do* ought not be used—except to avoid excessive repetition—when they are of but one syllable, unless they are followed by other words forming a phrase, for which phrase *do* may stand. *E.g.:* "He carves marble better I *do*;" but, "He writes better than I write." [In this last sentence it would, of course, be incorrect to omit the verb after *I;* as the first form of the verb *(writes)* can not be used with *I.*] Many good writers employ *do* for active intransitive verbs such as *fly, run, act;* but this use should be avoided. As an auxiliary, *do* may not be used without its principal verb unless the form of the principal verb already employed permits such use; *i.e.*, unless this preceding verb may be repeated without change after the *do.* *E.g.:* "He has not looked well lately, nor *does* he to-day;" should be "He * * * ; nor does he look well to-day." [A similar remark applies to other auxiliaries when employed without their principal verbs.]

"The verses are *as follows;*" [or, "*as follow.*"] Both expressions are sanctioned by good usage.

Some may be correctly used in such expressions as, "some fifty men," "some ten miles;" *i.e.*, "*about* fifty men," &c. This employment of *some* is becoming obsolete.

You may properly occur in the same sentence with, and as an equivalent of, *Your Majesty*, *Your Excellency*, &c. *E.g.:* "Your Majesty says your Majesty has" &c.; or: "Your Majesty says you have" &c. [The first is, of course, much more formal than the second, and should be preferred when addressing persons of high station.]

"It is I, your brother, who *begs* you." "It is I, your brother, who *beg* you." In the first, the emphasis is on the word *brother;* in the second, on the *I.* [In the latter, it is better to enclose *your brother* in parentheses, the comma being omitted.]

In "*not only—but also*," the *also* may be omitted. *E.g.:* "He not only killed the man, *but* he mutilated the corpse." [It is generally better to use the complete form, "not only —but also."]

Do not use *like* for *as*. Say: "As did Nero of old, so Thebaw put countless numbers of victims to death;" not, "*Like* Nero of old, Thebaw" &c. The use of *like* for *as* is defended on the ground that the sentence may be expanded into: "Being like Nero, Thebaw" &c. Still, it is the actions of the men that are compared, not the men themselves.

Avoid such awkward collocations as, "This is *a far* [or *much*] *richer* man than his brother." Say, "This man is far [much] richer [or, richer by far] than" &c. A like remark applies to *such*, *similar*, and many other words. Say, "A horse such as that is worth one hundred dollars;" rather than, "Such a horse as that is" &c.

The *or* in *whether—or* may be left out; but it is generally better to express it. So: "I do not know whether he will come *or* not," is better than, "I do not know whether he will come."

The adjective is often used for the adverb before a present participle employed as an adjective to qualify a noun. *E.g.:* "a plain-speaking man," "a good-looking man," "a right-living man." [In such expressions, it is better to unite the adjective and the participle with a hyphen.] With a past participle, the adjective is very rarely used. *E.g.:* "a plainly furnished house," "a well dressed man." Occasionally the adjective occurs with the past participle; *e.g.:* "a plain-spoken man."

When the construction is changed from the negative to the affirmative, repeat the subject pronoun; or, if a noun is the subject, insert the personal pronoun before the second verb. Thus: "He does not walk, but *he* rides." With *whosoever*, *whoever*, &c., as subjects, it is not necessary to use the pronoun before the affirmative verb. *E.g.:* "That whosoever believeth on Him might not perish, *but have* everlasting life." When a change of tense, mood or voice occurs, it is generally advisable to insert the pronoun before the second verb, although—as is elsewhere explained—it is necessary to do so only when the verbs are emphatically distinguished or contrasted. [When the change is from the affirmative to the negative, the repetition of the subject or the insertion of the pronoun is not necessary. Indeed, the the repetition of the subject depends largely on the

emphasis desired or on the "sound" of the sentence.]

Say, "Solomon, *son* of David," rather than, "Solomon, *the* son of David." [The rule is that the article ought not to be used before those appositive nouns which are strictly limited by other definite words The insertion of the article before *David* is not absolutely incorrect; but the omission of it produces a good effect and sometimes prevents ambiguity, as in, "John, [the] son of Smith, and Jones, are here." Where a second addition occurs, the article must be omitted even although it has been used before the first addition. Thus: "The Apostle James, son (or, the son) of Zebedee, and *brother* (not, *the* brother) of St John".]

Say, "The eldest son of a duke is called Marquis [not *a* Marquis]." The article is not to be used before titles as titles, or names as names. [*E.g.:* "Derive Thames."] With two or more nouns, the article need not be repeated when there is no ambiguity. When there is, it should be repeated. Thus: "The Queen and King are here," is correct. [The repetition of the article would, of course, add emphasis to the expression, *i.e.*, it would draw attention to each individual person or thing. *E.g.:* "A cool temper, a sound judgment, a kindly disposition."]

"The European and *the* African *race*;" or, "The European *race* and *the* African *race*." Here two races are meant: the one European, and the other African. "The European and African *races*," has the same meaning. "The European and *the* African races,"

means there are two or more European and two or more African races. This latter meaning would be more clearly expressed by inserting the word *races* after the word *European.*

"The conductor and *the* driver," implies two men. "The conductor and driver," implies one man. Say, therefore: "Solomon, the historian and builder;" not, "Solomon, the historian and *the* builder."

"The bay or lame horse," refers to one horse. "The bay *or the* lame horse," refers to two horses. [In the former sentence, it wonld be better to put a comma after *bay.*] The rule in all these cases is, that the article must be repeated when there are two or more persons or things. With but one person or thing, the article *may* be repeated, as in poetry or for the sake of emphasis. *E. g.:* "A sadder and *a* wiser man." It follows from the foregoing rule, that there should be no repetition of the article in such a phrase as, "He is a better poet than *musician.*" "He is a better poet than *a* musician," would mean, "He is a better poet than a musician *is.*"

"The logical and grammatical analysis of a language is [are]" &c. If but one analysis is meant—*i. e.*, if there is but one subject—the verb should be in the singular, *is.* If two analyses are meant—*i. e.*, if there are two subjects—the verb may be in the plural, *are.* In the latter case, however, it is better to supply the article before *grammatical.* ["The logical and *the* grammatical analysis are," &c.] It is still better to supply the first subject ["The logical *analysis* and"

&c.]: the verb being made plural. The supplying of this ellipsis [*analysis*] avoids the clash between a singular subject alone and a plural verb. Upon the same principle, "The position of the materialist and *that* of the idealist are reconcilable," is to be preferred to, "The position of the materialist and of the idealist are reconcilable." [The determining principle in all these cases is not whether the adjectives have the same meaning, but whether they qualify the same subject.]

Do not say, "No greater or wiser *a* man ever lived." Say, "No greater or wiser man" &c.

The gerundial noun with *the* is generally to be preferred to the simple gerund. *E.g.:* "The eating of meat is forbidden," is better than, "Eating meat" &c. [In some instances the latter form would cause confusion of meaning.]

An excellent, but rather loosely worded, rule for the use of *shall* and *will* is as follows: "If the speaker is nominative to the verb, and also determines the accomplishment of the idea expressed by the verb; or if the speaker neither is nominative to the verb nor determines the accomplishment of the idea expressed by the verb, use *will.* In all other cases, use *shall.*"

Say, "It *should* seem that he has done so." [Not, "It *would* seem" &c.]

In impersonal assertions, such as: "It is hoped [desired, &c.] that all should sit down," *shall* and *should* ought to be used. In direct and personal assertions, such as: "I desired that my conductor would explain,"

will and *would* are to be preferred. [*Shall* and *should* are, in such constructions, not incorrect; but *will* and *would* are preferable. Perhaps the best rule, in sentences such as the foregoing, is, that when a command is intended, *shall* and *should must* be used; when a hope or wish is intended, *will* and *would may* be used]

In a subordinate clause, to express simple futurity, use *shall* and *should* when the subject of the subordinate clause is the subject of the principal clause also; *will* and *would* when it is not. Thus: "I believe I shall live;" "I believe he will live;" "He believes he shall live."

Again, in an independent clause use *shall* and *should* when the event spoken of is under our control; *will* and *would* when it is not. *E.g.:* "You said it *should* be done;" "You said it *would* rain."

Do not say, "I *would* be happy to go, if" &c.; or, "I *will* be happy to go." Use *should* and *shall.* [The idea of willingness, or volition, is sufficiently expressed in the word *happy.* Hence, *would* and *will* are tautological.]

After nouns and adjectives following intransitive and passive verbs the infinitive with *to* is generally preferable to the gerund in *-ing*, to express purpose, end, design. *E.g.:* "He has power *to* act;" "It is fitted *to* produce that result."

"Solomon, son of David, who slew Goliath;" is correct. "Solomon, son of David, who built the Temple;" is incorrect. [The relative should refer to the nearest

antecedent. So, change the second phrase into, "The son of David, Solomon, who" &c.; or, "Solomon, who was the son of David, and who" &c.; or employ some other form.]

Say, "He who was, and who is, and who is to come;" or, "He who was, who is and who is to come." That is, repeat the relative, especially when a conjunction occurs. [If the sentence were to read, "He who was, is and is to come;" *He* might seem to be the subject of the first and the second *is*, and not of some verb unexpressed.] The possessives also should be repeated before nouns that are to be distinguished. *E.g.:* "Their form and *their* use give us great trouble."

Do not use *that* for *who* or *which*, when the antecedent is explicit. Say: "My father, who [not, *that*] is dead."

Who or *which* is to be preferred to *that* when the relative is separated from its verb or its antecedent, and is emphasized by isolation. *E.g.:* "There are many persons *who*, had they opportunities, would succeed in life."

Who or *which* is to be preferred to *that* when the relative is governed in the objective by a preposition that has the appearance of an adverb (*beyond*, *over*, *under*, &c.). *E.g.:* "The limit beyond *which* no one has gone," is better than, "The limit *that* no one has gone beyond."

Avoid the use of *than whom* when *whom* is not really in the objective case. Instead of *than whom* [which

is grammatically incorrect] and *than who* [which, although grammatically correct, has a very strange sound] employ some other form. *E.g.:* In place of "Nero, than whom no crueller man has ever lived, was" &c.; say, "Nero—and no crueller man has ever lived—was" &c.; or, "No crueller man than Nero has ever lived. He was" &c. [Of course, when the relative is in the objective case, *whom* is correct after *than; e.g.:* "My brother, than whom I love no one more dearly, is ill."]

Who or *which* may sometimes [*e.g.*, to avoid uudue repetition] be used for *that;* but *that* ought never to be usd for *who* or *which.*

After indefinite pronouns or indefinite pronominal adjectives (*others, several, many, some, none, one,* &c.), *who* or *which* is to be preferred to *that.*

After personal pronouns prefer *who* or *which. E.g.:* "He who is wise," &c.

After the conjunction *that,* prefer *who* or *which. E.g.:* "He said *that* the man *who* saw him" &c.

It is not improper to follow the demonstrative *this* by the relative *that. E.g.:* "It was *this that* caused his death."

When *who* or *which* is used restrictively for *that,* it is well to place *the* or *that* before the antecedent, *e.g.:* "*The* States [or, *those* States] *which* border on Canada," &c.

The objective relative may be omitted whenever the antecedent and the subject of the relative sentence

come into juxtaposition; *e.g.:* "Give me the book you have."

The personal pronoun *it* and the relative pronoun *which* may have as antecedents a short, clear clause; but this usage is not desirable. So, although, "He gave me his word of honour: which I had not expected," is not incorrect; yet it is better to say, "He gave me his word of honour: a thing I had" &c.; or, "He gave me his word of honour. I had never expected this."

Avoid such a relative construction as: "That was the man *who*, the witness said, had broken into the store." Say: "That man, the witness said, had" &c.; or: "That was the man, the witness said, who" &c.; or: "That was the man whom the witness accused of having broken" &c. [The fault of the first construction is that, for an instant, the mind is in doubt whether *who* or *whom* ought to be used]

Distinguish, according to the sense you wish to convey, between the use of the adjective and that of the adverb, after intransitive verbs expressing action [*go*, *come*, *arrive*, *depart*, &c.] *E.g.:* "He arrived safe." "He arrived safely." The former denotes his condition upon arrival, without reference to his condition upon the way. The latter denotes his condition upon the way, without reference to his condition upon arrival. So say: "He came safely through numberless perils, but dropped dead upon the threshold of his own home."

Lesser may be used of dimensions, but not of quantity. Thus: "He is lesser than his brother," is not incor-

rect; but, "He is smaller than [or, shorter than, or not so large as]," &c., is better. "There is lesser wheat than corn," is incorrect.

GENERAL SUGGESTIONS UPON COMPOSITION.

To avoid ambiguity, report a speech in the *first*, not in the *third* person.

Try to avoid the use of words that have two or more meanings: *any*, *certain*, *left*, *lie*, &c. [*Any* is sometimes used incorrectly for *indefinitely large; e.g.:* "He gave me *any* number of books."]

Avoid using a word that leaves us for a moment doubtful what part of speech it is. *E.g.:* "The good remains, he said," &c. [Until something further is given, we are in doubt whether *remains* is a noun, the subject of some unexpressed verb; or a verb, agreeing with its subjeet, *good*, used as a noun.]

Avoid the excessive use of such expressions as, *of this sort*, *of this kind*, *in this way*, *in this manner*. It is better to repeat the words to which the reference is made.

Avoid what is called the prospective use of *it*. Say, "To give is good;" not, "It is good to give."

It is often said that a sentence ought not to end with a preposition. There is no objection, however, to such an ending, provided the preposition governs a relative pronoun and is not likely to be mistaken for

some other part of speech. Thus: "The rule that I always adhere to," is quite correct. [If preferred, "The rule to which I always adhere," may, of course, be used.] It is hardly necessary to say that the clause or sentence should not end with the *to* of the infinitive; *i. e., to*, the sign of the infinitive, ought never to be used alone.

Avoid the excessive use of *there is, there are, there will be*, &c.

To relieve the monotony and to give force to the expression, change such construetions as, "He replied that he deemed it best that his example should not be followed;" into, "He deemed it best, he replied, that his example should not be followed."

Force may often be gained by the use of particular, in place of general, terms. *E.g.: gold* for *great riches, a crust of bread* for *poverty.* On the same principle, a particular proper name may be used *effectively* for a common, or class, name. *E.g.:* "Solomon," is more forcible than "the wisest man;" "Nero," than "the most cruel man."

The great rule, however, for force, or effect, is that the reader shall be kept *in suspense;* that is, that he shall be made to feel the incompleteness of the sentence, until the end is reached. To attain this object the following directions have been given: (1) Put a conditional clause first, not last. *E.g.:* "If he wishes, I will go away." [When the conditional clause is very emphatic, it may be placed last.] (2) Let participial phrases come before the words

qualified by them. *E.g.:* "Wasted by disease, worn out with toil, he was fast sinking into the grave." [This remark will often apply to adjectives and adverbs, as well as to participles. *E.g.:* "Weary of life, glad to depart, he quietly passed away."] (3) Use suspensive words: *not only, but also; either, or; partly, partly; on the one hand, on the other; in the first, second, &c., place.* Of course, this "principle of suspense" is not to be too frequently employed.

Emphatic words must be in emphatic positions; *i.e.,* at the *beginning* or at the *end* of the proposition. "Coward though he was, he was forced to fight;" is much more striking than, "He was forced to fight, although he was a coward."

The most emphatic place for the subject is at the end, its ordinary place being at the beginning of the proposition.

On a similar principle, the object is made emphatic by putting it before its verb.

Again, emphasis may be given by the use, before the emphatic noun, of such an expression as, *as for the, as to the, concerning,* &c.

Avoid putting a minimizing expression, such as, *at least, at all events, at any rate,* between two emphatic expressions.

Avoid the placing of an unemphatic word at the end of the proposition. The following sentence is weak, because this rule has not been observed. "The documents proved how just in all his dealings he was."

What have been called "short, chippy endings" should be avoided, as such endings spoil the rythm which should exist even in prose. *E.g.:* "The man, pierced with balls, died;" is bad.

Prepositions and pronouns attached to emphatic words need not, however, be removed from the end. So: "Bear witness how he loved him," is correct. [In such instances the emphatic and the unemphatic word form, as it were, a compound expression.]

Avoid, on the other hand, a monotonous final emphasis.

Frequently an idea may be expressed more forcibly in the form of a question than in that of an assertion.

Brevity may often be obtained by the use of a word for a phrase. *E.g.: unintelligible, indelible.*

Brevity may be obtained, also, by the use of metaphors, in place of literal words or phrases.

The omission of the present participle often gives brevity and force to the sentence. *E.g.:* "The Indians [being] on the war-path, what dared we do?"

Brevity may be gained by using the imperative for other moods. *E.g.:* "Do this, and you will suffer;" for, "If you do this" &c. [This use of the imperative should be indulged in but sparingly.]

Repeat the nominative when the verbs of the various clauses are of diverse moods, tenses or voices *and* are emphatically distinguished. *E.g.:* "He is, and *he* always has been, rich."

Repeat the preposition after an intervening conjunction, especially if a verb and a pronoun also intervene. *E.g.:* "The man does not remember the respect he ought to have for those persons who have helped him, and *for* his old friend C. in particular." [If the preposition *for* were not repeated after *and*, the sentence might mean that the man does not remember his old friend C. in particular.]

Do not repeat the sign *to* of the infinitive unless attention is called to each individual verb.

When otherwise there would be doubt as to whether an infinitive expresses a purpose or not, and it is intended that it shall express a purpose, use *in order that, for the purpose of* [followed by the form in *-ing*], or some such phrase. [Purpose may be clearly shewn, of course, by the use of *that* with an auxiliary verb. *E.g.:* "He died that we might live;" which is equivalent to: "He died in order to give us life."]

To avoid ambiguity, or to add emphasis, repeat the subordinate conjunction. *E.g.:* "When the hunter had returned to the far-off camp, and *when* he had recounted his adventures" &c.

Be careful in the use of participial constructions. *E.g.:* "They will be shunned on their return, accompanied by the oppressors of their country;" may mean, "on account of their being accompanied" &c.; or, "when they are accompanied" &c. So: "Children, playing on the ice, often fall;" may mean: "Children that play" &c.; or "Children,

when they play" &c. It is best to confine the use of the participial phrase to the adverbial meaning ["Children, *when* they play" &c.]; and with other meanings to employ the relative pronoun ["Children that play" &c.]. When the participial phrase precedes the main proposition, the former usually implies *cause;* when it follows, *time. E.g.:* "Seeing this, he withdrew" [*i.e.* "He withdrew *because* he saw this."] "He withdrew, seeing this" [*i.e.*, "He withdrew *when* he saw this."] If there is doubt as to which meaning is intended, use an introductory phrase. such as, *while seeing*, *upon seeing.*

There are various constructions that may take the place of the relative pronoun or of the relative clause. The infinitive may often be used with effect. *E.g.:* "He was the last that died," may be expressed as: "He was the last to die." Again, *if* or some other conditional word may be used to introduce a dependent clause. *E.g.:* "If a man sins, he will be punished" [*i.e.*, "The man that sins" &c.] Again, the conjunction and the demonstrative pronoun may be used. *E.g.:* "He wasted his time at X., which was very foolish;" may be changed into: "He wasted his time at X., and this was" &c. Again, pronominal adverbs *(whereby, wherein,* &c.) may take the place of the relative and a preposition.

Very often, after a negative, the antecedent to the relative should be repeated, or a summing-up noun introduced. *E.g.:* "He said he would not hear me —a refusal that I expected." When otherwise there

would be ambiguity, the same construction should be used with an affirmative.

Prefer verbal clauses to verbal nouns. "That he had betrayed his country was not so plainly shown," is better than: "His having betrayed" &c.

Avoid what is called "mistake of subject." *E.g.:* "The late arrival of the train caused" &c., should be: "The lateness of the arrival" &c. So: "Excuse a letter to-day," should be: "Excuse my not having written a letter to-day."

In prose be careful to avoid zeugma, *i.e.*, the application of a word to two or more ideas, to only one of which it is really suitable. *E.g.:* "The landscape and the shoutings formed a strange *sight*."

The great rule for figures of speech, especially for metaphors and similes, is to use strictly appropriate language. Therefore, do not say, "*Convey an impression.*" Say, "*Make* [or *leave*] an impression." Do not say, "The *car* of progress rolls onward, *gnashing its teeth* in its course."

In metaphorical language the pronouns usually agree with the noun used metaphorically, as if it were taken in its literal sense. *E.g.:* "The stone *which* the builders rejected," &c. Afterwards, however, the pronouns may agree with the noun in its figurative sense. *E.g.:* "Behold I lay in Zion a chief corner-stone; and he that believeth on *Him*," &c.

Do not employ different forms and expressions for the same person or thing, unless there is a peculiar

appropriateness in each term or expression. Only confusion results from speaking, within narrow limits, of Columbus as "the Genoese navigator," "the discoverer of America," &c.

It is a bad fault, therefore, to repeat the meaning in terms but slightly differing one from another. Thus, do not, in close connection, use such synonyms as *all, universal, total.*

A new construction ought not to be introduced without sufficient cause. *E.g.:* "On horseback and on foot," is preferable to, "On horseback and walking;" "The dead and the living," to, "The dead and those still on the earth."

Let each sentence have one, and only one, subject of thought. That is, avoid mixed or confused sentences.

It is often a good thing to introduce each sentence of a paragraph by a short connecting expression: *accordingly, therefore, so, then.* [Such words as *but, and,* and other conjunctions generally used to join clauses, may, for the sake of clearness, introduce a new sentence.]

Sometimes two important sentences may very effectively be united by a short connective sentence, such as: "This was as follows," "The result was as expected."

Often a good effect is produced by making a statement or by giving an explanation twice: first, briefly, and then fully; or *vice versâ.*

The guiding principle in descriptive writing is to imagine we see, actually before us, the thing to be described.

Except in scientific or other very precise writing, avoid the frequent use of *technical* terms. It savors of pedantry, as the meaning of these terms is often unknown to the general reader. This "technical slang" is commonly seen in newspaper accounts of sporting and musical events. Why should *bowling* be called "trundling the leather," or a *lacrosse ball* the "rubber"? Why should the report of a concert fairly bristle with "technique" and "timbre" and "genre" and "morceau"? Perhaps it is to display the writer's intimate knowledge of the subject.

WORDS OFTEN CONFUSED, SYNONYMS, OPPOSITES.

Advantage, benefit.

Advantage is "a state of forwardness or advance;" and the word is applied rightly, therefore, to one person or thing in relation to other persons or things. *Benefit* is simply gain or profit, without comparison of one person or thing with another. [Thus: "He possesses an advantage over me," is correct. "All derived advantage from it," is incorrect.]

Also, likewise.

Also is applied to things and qualities, and denotes mere addition. *Likewise* is applied to states of being or of action; and denotes some agreement or connection between the ideas expressed in the words it joins. [Thus: "He is a prince and *also* a musician;" but: "He is a poet and *likewise* a musician."]

Ability, capacity.

Ability is the power of doing something. *Capacity* is the faculty of receiving something [*e. g.:* new ideas, great thoughts.] [So: "That statesman has great ability;" "That pupil had wonderful capacity."]

Answer, reply.

An answer is given to questions; *a reply*, to attacks and accusations. [An answer to an answer may, however, be called a reply.]

Amid [*amidst*], *among*

Amid or amidst is used generally when the surroundings are of a different nature from the person or thing surrounded. *Among*, when they are of the same nature. Again, *amid or amidst* is generally applied to quantity; *among*, to number. [So: "among friends;" "amidst enemies;" "among thousands;" "amid the snow."]

Abandon, desert, forsake.

Abandon and *desert* generally imply something blame-worthy in the one who adandons or deserts; *forsake* does not. Again: *abandon and forsake* are used of persons and things, *desert* is used of causes or of persons, but not of things. [Thus: "The soldier deserted his post of duty." "The man abandoned his early friends." "We forsook the dear old homestead."]

Assist, aid.

Assist implies mutuality of help; *aid*, not necessarily so. ["The sufferers assisted one another." "I aided him in his distress."]

Anger, wrath.

Anger is inward feeling. *Wrath* is inward feeling accompanied by outward manifestations. ["The wrath of the elements." "The anger of the inmost soul."]

Accurate, exact.

Accurate is aiming at, and therefore attaining to, correctness. *Exact* has not necessarily this implication of intention, and may be used of accidental correctness. ["He was very honest and accurate in his accounts." "He was exact in that financial statement, but it was by chance."]

Authentic, genuine (applied to books, writing, &c.).

Authentic is that which gives a true account of the matters in question. *Genuine* is that which has been written or composed by the person whose signature the book or paper bears. ["This is a genuine letter of the great Captain's; but it does not give an authentic account of the voyage."]

Admittance, admission.

Admittance is the right of entry; *admission* is the actual entry. ["The admittance fee was twenty-five cents." "The burglar gained admission to the house by a window."]

Allow and permit.

Allow is the stronger of the two. ["I begged to to be allowed to go; but I was refused." "Permit me to show you to a seat."]

Appear, seem.

Seem is confined to the mind; *appear*, to the senses. ["It seems to me that you have made a mistake." "That house appears white to me."]

Bountiful and plentiful.

Bountiful is used of persons; *plentiful*, of things. ["The game was plentiful." "A bountiful giver."]

Bravery, courage, valor.

Bravery is a natural quality; *courage* and *valor* are acquired qualities; courage, in particular, being the result of reason. *Bravery* and *valor* are confined to contests with living beings; *courage* is not. Again, *valor* is not used of single combat, but of war; *bravery* and *courage* may be used of single combat. ["The natives showed great bravery." "He bore his sufferings with undaunted courage." "His military career was one long record of valor."]

Beneficent, beneficence; benevolent, benevolence.

Beneficent is used chiefly—if not entirely—of actions. *Benevolent* is used of both actions and feelings, chiefly of feelings. The same thing may be said of most adjectives and nouns having the endings *-ficent* and *-ficence* [facio, I do] respectively, and *-volent* and *-volence* [volo, I will] respectively; *e.g.: munificent, malevolent.* ["He was naturally very benevolent; but, owing to the circumstances of his life, he could not shew any very great beneficence." "He was a very munificent man, continually giving away his money to the poor."] The use of these words should be confined to persons or personified things. It is incorrect, therefore, to speak of a *munificent* gift.

Brevity, conciseness; brief, concise.

Brevity is mere shortness. *Conciseness* is shortness along with condensation. ["His speech was very brief; for really there was nothing to be said." "Mr. H. is very concise in his speeches: they are short, but full of matter."]

Continuous, continual.

Motion is *continuous* when there are no interruptions. It is *continual* when there are interruptions. ["Life itself is continuous." "The demands upon ones purse are imperative and continual."]

Character, reputation.

Character is our real inner worth; *reputation* is the world's opinion of our character. ["His reputation is bad; but, could we see his real character, we should find him not so bad, after all."]

Conscious, aware.

Conscious applies to the heart, the soul, the conscience: *i. e.*, to the moral and spiritual part of man. *Aware* applies to the mind. ["He was conscious of his sin." "He was not aware that you saw him."]

Crime, sin, vice.

A *crime* is an infraction of the law of a particular land or people. *Sin* is the violation of a religious law. This law may be common to many lands or peoples. *Vice* is a continual course of wrong-doing, and is unaffected by country, religious belief, or state of life: being a line of conduct harmful to the vicious man or to others. [Smuggling is a crime; idleness is a sin, and, if long-continued, it becomes a vice]

Courteous, polite [*polished*].

Courteous has reference chiefly to others; *polite or polished*, to ourselves. The former is "objective;" the latter, "subjective." [Thus: "We met an old fisherman, who took us home and treated us with great courtesy and kindness. Of course, he was not polished: in fact, he had very little idea of politeness."]

Catalogue, list.

A *catalogue* is a list accompanied by short explanations or notes. "The list of the paintings was only a page and a half long; but the complete catalogue —compiled later —occupied four pages."]

Casual, accidental, fortuitous.

That is *casual* which is unpremeditated. That is *fortuitous* which is "opposed to systematic design." [*Fortuitous* generally implies a combination of events.] That is *accidental* which interrupts (generally unpleasantly) the ordinary course of events. ["Walking carelessly along, I took a casual look at the prison window; and there I beheld my friend." "The accidental stopping of the coach saved him a further explanation." "The meeting was quite fortuitous: it would not have taken place once in a thousand times."]

Compel, compulsion; coerce, coercion.

Compel and compulsion generally imply the employment of physical force. *Coerce and coercion* do not, their meaning being almost always confined to moral or mental pressure.

Confess, acknowledge.

Confess, confession, imply that what is told was before unknown to the person to whom the confession is made. *Acknowledge, acknowledgment,* have no such implication. ["But what was their surprise when the captain confessed that he himself was the murderer!" "The monster, being accused of the crime, acknowledged his guilt."]

Conjecture, surmise.

A surmise is founded on evidence; *a conjecture,* not necessarily so. A *conjecture,* therefore, is generally of something visionary; a *surmise* of something practical. ["His conjecture, that the moon is inhabited, is now discredited." "After taking observations, he surmised that the Indians contemplated an attack."]

Con- and Co- [in composite words].

Con- is used before a consonant; *co-*, before a vowel. When, however, the two parts are very distinct, *co-* is preferred, before even a consonant. A hyphen will, in such cases, generally be used. [*Contemporary, coeval, co-partner.*]

Complete, finished.

Complete means lacking nothing. *Finished* means done as far as was intended. ["The house is finished for the winter; but still, much more labor will be required to make it complete."]

Custom, habit, usage.

Custom and usage apply to society; *habit* applies to an individual. Again, *usage* implies long standing; *custom,* not necessarily so. ["My *habit* in

Africa was to rise early. Early rising is a *custom* of the country, sanctioned by immemorial *usage.*"]

Discriminate, distinguish.

Discriminate is used of small differences; *distinguish*, of great differences. Again: *discriminate* applies to several objects; *distinquish*, to two. Further: *discriminate* is generally used of the mind; *distinguish*, of the senses. ["By the light of the lantern he distinguished the bodies." "He discriminated among the specimens, which, to an unpractised eye, appeared all the same."]

Despotism, tyranny.

Despotism exists by law or of right. *A tyranny* exists in the face of law and right. A *despotism* may, therefore, be mild, as has often been the case in history.

Determine, resolve.

Resolve is stronger than *determine.* ["I am resolved to die rather than give up my Church." "I am determined to get the book, if possible."]

Directed, guided.

One is *directed* by a person at a greater or less distance. One is *guided* by a person close at hand. ["Taking our hand, he guided us through the forest." "Standing on an eminence, he directed the pilgrims to their various quarters, by a movement of the hand."]

Deduction, induction.

In reasoning, *deduction* is proceeding from generals to particulars; *induction*, from particulars to generals.

Direct, address.

A letter is *directed* to him who is to receive it; *addressed*, to him who is to read it. A parcel, therefore, is *directed*, not *addressed.*

Drive, ride.

Drive is to urge along; *ride*, to be borne along. This is the distinction in America. ["Mr. Vanderbilt drove a beautiful span of bays; his wife rode beside him."] In Great Britain and Ireland, *drive* generally refers to vehicles (except busses, cabs, and other public conveyances, with which its use is confined to the driver); whilst *ride* means to be carried upon the back of a horse, donkey, &c. Thus: "I went out for a drive," would not necessarily mean that I myself held the reins. The American use of *drive and ride* is, however, more agreeable to reason and authority.

Evidence, testimony.

Evidence is that which produces proof. *Testimony* is that which is intended to produce proof, *i. e.*, the giving of what may be *evidence.* ["Much testimony was taken, but really there was little evidence of even the commission of the crime."]

Epidemic, endemic.

Epidemic is a disease brought upon or into a community from some outside quarter. It is therefore unnatural to the locality. *Endemic* is a disease natural to the community or locality. ["Yellow-fever, which is epidemic at New York, is endemic in Cuba."]

Expense, cost; expensive, costly.

Expense and expensive refer to the purchaser; *cost and costly*, to the thing purchased. ["That vase is not too costly—for it is very valuable; but it is too expensive for my limited means."]

Effect, consequence, result.

The *effect* is that which immediately follows the cause. Then comes the *consequence*, and after that the *result*. ["The effect of wearing clothes is warmth; the conseqnence is the wearing out of the clothes; the result is the purchase of new clothes."]

Eternal, everlasting.

Eternal: having neither begining nor end; *everlasting:* having beginning, but no end. ["Eternal Father, strong to save." "The everlasting hills."]

Etc. [*etcetera*], *and so forth.*

Etc. means, "and others of a different kind." *And so forth* means, "and others of the same kind," "in the same strain," "and the like." ["He has sold his horses, cows, sheep, &c." "The result is a train of coughs, colds, consumption, and so forth."] In dignified composition the use of these expressions is to be avoided as much as possible. It is incorrect to use *etc., &c., and so forth,* in instances like the following: "Employ some such word as mountain, hill," &c. [*Some such* renders &c. superfluous]

Ferment, foment.

Ferment is to produce alcohol by fermentation. Hence *ferment* is sometimes used figuratively with the intransitive force of "to be in an excited state."

Foment is to apply lotions to; hence, figurativly, to animate or stir up. ["The revolutionary ingredients seemed to be fermenting; the leaven of socialism seemed to be working." "He fomented the disturbance by appeals to the people."]

Faultless, blameless.

Faultless is, free from defects as well as from evil or wickedness. *Blameless* is, free from evil or wickedness alone. ["His course of life was blameless, although he made many errors in business matters." "His playing was faultless."]

Falsehood, falsity.

A *falsehood* is a false or incorrect proposition. *Falsity* is the falseness or incorrectness of the proposition, apart from the proposition itself. ["That statement is a falsehood. The falsity of the assertions contained therein is obvious."]

Farther, further.

Farther is used of rest; *further*, of motion. In a secondary sense *further* is generally preferred. ["Montreal is farther away than Toronto." "I throw the ball further than you." "To speak further is superfluous."]

Goodness, virtue.

Goodness is innate; *virtue*, acquired. ["His goodness of heart prompted the savage to give us food." "His virtue was of slow growth: at first he was a most degraded man."]

However, but, yet, still, notwithstanding, nevertheless, in spite of. These words are in their proper gradation from weak to strong.

Hidden, concealed, secret.

Hidden and concealed imply intention; *secret* does not. ["Hidden here, concealed there, the officers found the stolen goods." "Deep in the earth he found the secret ore."]

Haste, hurry.

Haste is quickness. *Hurry* is quickness accompanied with confusion or flurry. ["We are often in haste; we ought never to be in a hurry."]

Hindrance, obstacle, impediment.

A *hindrance* stops us at the beginning; an *obstacle*, in the middle; an *impediment* retards us all the time. ["Our journey was very unfortunate. The entrance of a visitor was a hindrance to our departure; about a mile from the house we found in the road an obstacle in the shape of a fallen tree; whilst the mass of baggage we carried was a serious impediment to our progress."]

Informed, instructed, taught.

One who is *informed* knows something new; one who is *instructed* understands something new; one who is *taught* can do something new. ["He was informed of the death of his father." "He was instructed in matters of trade." "He was taught how to make sword-blades."]

To take issue, to join issue.

To take issue is to object to the right of denial. *To join issue* is to admit the right of denial, but to disagree as to facts. *Join issue* should, of course, never be used for *agree*. ["He wanted to argue with me; but I at once took issue with him, alleging that his

position in the matter precluded any argument." "He said yes; I said no. Upon this we joined issue."]

Indecent, immodest.

Indecent is used of the person; *immodest,* of the conduct or disposition. ["The wearing of such clothes was simply indecent." "His general behaviour was quite immodest."]

Instant, moment.

An *instant* is shorter than a *moment.* ["In a few moments—nay, in a single instant—we may be ushered into eternity."]

Industrious, diligent; industry, diligence.

Diligent and *diligence* express the idea of thoroughly doing whatever is at hand. *Industrious* and *industry* express the same idea, and, in addition, imply a readiness or watchfulness for work. ["He performed his task with diligence—just as a well-trained horse does. He lacked, however, those habits of industry and thrift which raised his brother to wealth."]

Import, meaning, sense.

Import is the idea most readily conveyed. *Meaning* is the idea intended to be conveyed. *Sense* is the way in which the expression may be taken, or its general substance or spirit. ["He says the meaning is so and so. His words may have that sense, but it is not their obvious import."]

Illusion, delusion.

Illusion is the imagining to be existent of something non-existent. *Delusion* is an incorrect idea about

something really existent. ["His chief illusion was that there were wild beasts in the room." "The delusion under which he labored was that paper currency is real money, instead of its representative."]

In-, un- [prefixes].

In- is the ordinary negative prefix to be used with nouns and adjectives of Latin origin. *Un-* is the negative prefix to be used: (1) with words of Anglo-Saxon origin; (2) with verbs of Latin origin. [Thus: *inhospitable, ingratitude; unclean, unauthorize.*] There are, however, many exceptions; ***e.g.:*** *uncomfortable, incapacitate.*

Inexorable, inflexible.

Inexorable is, not to be prevailed upon by entreaty; *inflexible*, not to be bent at all. *Inflexible* is therefore the stronger of the two. ["We tried entreaties, but he was inexorable. Afterwards, we tried money and threats; but he was still inflexible."]

Jar, pitcher, jug.

A jar is a wide-mouthed vessel without a handle ["A jar of jam"]. *A pitcher* is a wide-mouthed vessel with a protruding lip and a large ear or handle. ["Please pass the milk-pitcher."] *A jug* is a small-mouthed vessel with a swelling body and a small ear or handle near the mouth. ["He brought a large jug of beer."]

Low-priced, cheap.

Low-priced is that for which little has been paid. The thing may however, really be dear. *Cheap* is that the price of which is low, its intrinsic

worth being considered. ["The watch was by no means low-priced; it cost, in fact, one hundred pounds; still, it was cheap at that sum, for its action was perfect."]

Lazy, idle, slothful.

Lazy describes the general disposition, and is the opposite to *alert* or *industrious*. *Idle* refers to a particular time, place or matter, and is the opposite to *busy* or *occupied*. *Slothful* or *indolent* implies a hatred of exertion and a general slowness or languor. The opposite to *slothfulness* or *indolence* is *activity*. ["The boy was thoroughly lazy: he would neither work nor play." "After a hard day's work, he was now enjoying a few minutes of idle repose." "Be not slothful in business."]

Laudable, praiseworthy.

Laudable is used of things; *praiseworthy*, of persons. ["It is a most laudable endeavour." "He is a praiseworthy man."]

Last, latest.

Last is used of place or order; *latest*, of time. ["His name was last on the list." "He was the latest to arrive."] *Late* is often employed incorrectly for *last*. *E.g.:* "The *late* [*last*] speaker.

Leave, quit.

Leave generally implies a return. *Quit* generally implies no return. ["He left me for a moment." "He quitted me for ever."]

Malice, spite.

Malice is used of conduct in general; *spite*, of individual acts. ["He followed him for years with

untiring malice." "On this occasion he certainly shewed spite towards his opponent."]

Marital, matrimonial.

Marital means, pertaining to a husband; *matrimonial*, pertaining to marriage. ["His marital rights were disregarded." "Matrimonial alliances between crowned heads are often matters of policy."]

Mistake, error.

A *mistake* is not necessarily blameworthy. An *error* is blameworthy. ["That was a fortunate mistake." "It was a downright error on his part; for he had been warned again and again."]

Mute, dumb.

Mute is used of one who *can* speak, but who, through compulsion or otherwise, will not. *Dumb* is used of one who *cannot* speak. So, the expression, *a deaf-mute*, should be, *a deaf and dumb person.* ["He was mute, in spite of all their threats: he would not betray his friends." "He was dumb, having uttered no articulate sound in his whole life."]

Merely, simply.

Merely implies no addition; *simply*, no admixture. ["They were there merely to prevent bloodshed." "It was simply incredible that he should have so acted."]

Nearly, entirely, scarcely; almost, completely, hardly.

Nearly, entirely, scarcely, are applied to quantity, time or space; *almost, completely, hardly*, generally to degree. ["It is nearly a mile from here." "The apple is hardly ripe." "He is almost dead."]

Neglectful, negligent.

Neglectful refers to an individual act. *Negligent*, to a series of acts that have produced a habit. ["To forget that book was very neglectful." He was all his life a most negligent man."]

Owing, due,

Due is used of debts. *Owing* calls attention to the source or origin whence something springs. The present participle [*owing*] of the intransitive verb *to owe* has taken the place of the past participle [*owed*] of the transitive verb *to owe.* ["A large sum was due him." "It was owing to the Crusades that many oriental ideas and inventions were introduced into the West."]

On, upon.

Upon is stronger than *on*, and should be employed when particular attention is to be drawn to the support, whether literal or figurative. With verbs of motion, also, *upon* is generally preferable. ["The book is on the table." "He lifted the large box, and put it upon the table." "Upon truth and righteousness, upon honour and justice, must rest the foundations of every state."]

Perspicacity, perspicuity; perspicacious, perspicuous.

Perspicacity and perspicacious express the power of of seeing clearly. *Perspicuity and perspicuous* express the quality of clearness. The former two are active in their meaning, the latter two passive. The ending *-city*, here as elsewhere, denotes the power or ability to do something; *e.g.: veracity* is the quality of speaking the truth, not truth itself. ["I

admire the perspicuity of his explanations." "He is a most perspicacious man: nothing escapes his eye."] In many cases, *clear-sightedness, clear-sighted, clearness, clear*, are greatly preferable to *perspicacity* and the rest.

Perpetually, continually; perpetual, continual.

Perpetually is an exact synonym of *continuously*, and means, therefore, never-ceasing. *Continual* implies interruptions, and is equivalent to constantly renewed. ["The perpetual flow of the river." "The continual roar of the mill, ceasing only for a short time at night."]

Proclaim, announce.

One *proclaims* opinions, sentiments, and so forth. One *announces* news, tidings, and so on. ["He proclaimed to the vast throng the revolutionary doctrines of socialism." "The messenger announced that the battle was lost."]

Purpose, intent or intention.

Purpose generally implies the employment of means to accomplish the end. *Intent and intention* may exist without the employment of means. ["His intention was to do wonders; but he never did anything at all." "His practical purpose soon found ways and means to accomplish what he wished."]

Poverty, indigence, pauperism.

Poverty means straitened circumstances, one's position in life being considered. *Indigence* is absolute destitution. *Pauperism* implies the receiving of public relief. ["The duke was in poverty, although he

had £1,000 a year. But what is that for the expenses of a duke?" "I found them in the greatest indigence—without any fuel, and with but a mouthful of bread." "Legalized pauperism kills individual effort."]

Reticent, reticence; reserved, reserve.

Reticence and reticent are confined to habitual quiet or caution. *Reserve and reserved* may refer to temporary quiet or caution. ["He a very reticent man: during our whole acquaintance with him I have never heard him make a speech." "I questioned him upon that point, but he kept a careful reserve."]

Reverse and converse.

Reverse is the opposite or antithesis. *Converse* is "an opposite reciprocal proposition." In the converse, therefore, the cause becomes the effect, the condition becomes the result. ["Minus is the reverse of plus." "If the sides of two triangles are respectively equal, the angles will be equal. But the converse is not true; for the angles may be equal, and the sides unequal."]

Recompense, reward, meed.

Recompense is a fair compensation. *Reward* is any present or gift. *Meed* is something earned by one's own toil. ["The recompense for the loss of his arm at the Alma was not too great." "He rewarded me munificently—indeed, far above my deserts." "He alone who fights and labours, wins the glorious meed."]

Robbery, theft.

Robbery is stealing with violence; *theft*, generally without. ["After a hard struggle, he robbed the traveller of his watch." "I had not noticed the theft, it was committed so quietly."]

Remember, recollect.

Remember is to gather materials ready at hand; *recollect*, to gather materials not ready at hand. ["I do not remember, but I will try to recollect."]

Religion, piety.

Religion is a form of belief or worship. *Piety* is reverence for what is good, and the desire to do good. It includes, therefore, love, charity and such like. ["There are many religions; there is but one piety."]

Relieve, alleviate, mitigate.

Relieve is to remove pain *entirely*. *Alleviate* or *mitigate* is to remove it but partially. *Alleviate* is used generally of others, *mitigate* of ourselves. ["At his touch the pain was instantly relieved." "I alleviated his sufferings through the application of a lotion." "My anguish was somewhat mitigated."]

Recant, abjure.

Recant generally implies the use of force; *abjure* generally does not. ["Unable to bear the torture, he recanted." "I freely abjure all part in the plot."]

Rend, tear.

Rend implies purpose; *tear* may or may not do so. *Rend* generally carries with it the idea of splitting

or dividing. Such idea is not necessarily implied in *tear*. ["He unfortunately tore his coat." "He tore his hair." "He rent his garment."]

Sewerage, sewage.

Sewerage: a system of drainage or the science of drainage. It is but rarely used for sewage. *Sewage:* sometimes the same as sewerage, but generally the matter flowing through the drains. ["How many books have been written on sewerage!" "The sewage from the city pollutes the river."]

Spontaneous, voluntary.

Spontaneous should be confined to things; *voluntary*, to persons. ["It was an instance of spontaneous combustion." "The action was voluntary on his part."]

Sociable, social.

Sociable expresses a readiness for companionship. *Social* refers to the relations that men in an organized society bear, one to another. ["He is a very sociable man." "Have you read the great works on social science and social progress?"] *Sociable* is, therefore, the correct form of the noun. ["The sociable was successful."]

Satisfied, contented.

Satisfied is stronger than *contented*, and means that all our desires are gratified. *Satisfaction* is positive pleasure, and comes from the outside. *Contentment* is the absence of pain, and lies in ourselves. *Satisfaction* is less lasting than *contentment*. ["The industrious and intelligent artisan may, for a

time, remain contented; but he is certainly far from satisfied with his lot."]

Sufficient, enough.

One has *enough* when one's desires are satisfied; *sufficient*, when one's needs are satisfied. ["Do not let the horse eat as much as he will. Give him just sufficient." "He was rich; but, like all other misers, he never had enough."]

Strong, powerful.

Strong: of sound constitution, able to stand hard work. *Powerful:* able to lift heavy weights, to strike heavy blows, &c. ["He made a gallant fight against disease; for he was a very strong man." "Strange to say, he was a very powerful man, able to give tremendous blows; and yet, his constitution was undermined through dissipation."] *Muscular* is a very effective word.

Stubborn, obstinate.

Stubborn: opposed to the way of others; *obstinate:* set in one's own way. ["I tried to induce him to approve my scheme; but, although he had none of his own to offer, yet he was stubborn and refused." "He wished to go his own way, and was very obstinate about the matter."]

Safety, security.

Safety: freedom from danger. *Security:* freedom from care. *Security* may, therefore, be real or fancied. ["He relied with the greatest security upon his followers; but, really, he was far from being in a position of safety."]

Subdue, subjugate.

Subdue is to conquer so thoroughly that resistance ceases. *Subjugate* is to conquer and then to impose restraints, generally repeated and severe. *Subjugate*, moreover, is used chiefly in a literal sense, *i. e.*, with reference to nations; *subdue* is frequently used in a figurative sense, *i. e.*, with reference to the mind or the moral nature. ["England subdued, but did not subjugate Russia." "The Poles have been subjugated; but their spirits are yet unsubdued."]

Source, origin.

Source implies that the supply is continuous; *origin*, that it has ceased. ["This was the origin of the friendship, which was a source of such joy."]

Tongue, language.

Tongue is generally an original form of speech; *language*, a derived form. ["The Latin is one of the tongues from which so many languages have sprung."] *Language* may, of course, be used of inarticulate speech ["The language of birds"], where *tongue* would be incorrect.

Transitory, transient or *fleeting.*

Transitory is liable to pass away. *Transient or fleeting* is actually passing away. *Transitory* is abstract; *transient and fleeting* are concrete, as well as abstract. *Fleeting* is preferable to *transient.* ["Earth's joys are transitory: in a moment they may pass away." "Life is fleeting as a shadow: the transient moments can never be recalled."]

Trivial, trifling.

Trivial generally has a tinge of contempt; *trifling*,

generally not. ["That is the most absurd and trivial matter in the world." "The greater part of our time ought to be occupied with serious matters; the rest may be occupied with amusements and other rather trifling matters."]

Talkative, loquacious.

Talkative implies a desire to speak, accompanied or not with readiness of speech. *Loquacious* implies a desire to speak, accompanied with a readiness of speech. ["The little child was very talkative." "Unlike most loquacious men, he was very instructive in his long harangues."]

Voluntary, willing.

Voluntary is with seeming readiness or acquiescence; *willing*, with real readiness or acquiescence. ["He went voluntarily: no compulsion was used; but still, he looked as if he did not like to go." "He was ready—yes, more than ready—willing, to die."]

Vulgar, immodest; vulgarity, immodesty.

Only what is metaphorically low is *vulgar*. *Vulgarity*, moreover, generally implies pretension to refinement along with lowness of disposition. ["That was a most immodest act." "His general bearing was very vulgar." "The old-fashioned English squire—coarse as he was—was not vulgar, was not given to cheap display and pretence."]

Whole, entire.

Whole: that from which nothing has been taken. *The whole* and *all the* are usually interchangeable. *Entire:* that which is undivided. ["The whole town was burned: not a single house escaped."

"That congregation, at any rate, was entire in its vote: there were no divisions among its members."]

Wit, humor.

Wit is the effect of unexpected fitness or congruity. *Humor* is the effect of unexpected unfitness or incongruity. Again, humor is not, as wit is, sudden and short-lived; it extends very often through a whole book or speech. ["Humor is all. Wit should be brought only to turn agreeably some proper thought." "He made a very witty pun, and wrote more than one humorous chapter."]

World, earth, globe.

World is our planet viewed from the "moral or abstract point of view." *The world* refers, therefore, almost always to its inhabitants. *Earth* is our planet with reference to its external or material formation or aspect. *Globe* is our planet in a geological sense chiefly. *Globe* is often used in poetry for *world* or *earth*. ["The bodies revolving round the sun are the following: Mercury, Venus, Earth, Mars," &c. "When we look abroad upon the world and see its wickedness, we are lost in wonder at man's depravity." "Who can say how many ages have been required for the formation of the crust of the globe!"]

Wholly, totally [with expressions denoting deprivation or loss].

Wholly lays stress upon the condition of the person deprived; *totally*, upon the thing of which he has been deprived. ["He is wholly blind." "His sight is totally gone."]

PREFER.

Prefer:

Approve *to* approve of. ["To shew thyself approved unto God."]

Agriculturist *to* agriculturalist.

Aside *to* apart. ["He took me aside."] *Apart* means *to pieces*, as, "He took the clock apart."

Alone *to* only, as much as possible.

Arise *to* rise, in a figurative or secondary sense. ["Greece arose from her ashes."]

Advance *to* progress [as verb]. *Progress* is not properly formed from the Latin root.

Acquaintanceship *to* acquaintance, as an abstract noun. Reserve *acquaintance* for persons or things one is acquainted with.

Begin *to* initiate. *Initiate* may very properly be used in the sense of, to induct into a position or introduce to a society.

Begin *to* commence.

Become *to* grow, denoting a change of condition. ["He becomes rich and wise."]

Believe *to* think. ["I believe it is so."]

Body [dead], or corpse, *to* the remains.

Buy *to* purchase.

Coffin *to* casket.

Cannot but *to* can but. ["I cannot but tell what I know."] There is an ellipsis in all such expressions: "I cannot do anything but (*i. e.*, except) tell what" &c.

Prefer:

Come into collision *to* collide.

Correct or in the right *to* right, when correctness, and not uprightness, is meant. *E.g.:* "I am correct in my statistics."

Converser or conversationist *to* conversationalist.

Controverter, or controversionist, *to* controversionalist.

Church *to* sanctuary.

Contend against, oppose, be at variance with, *to* militate against.

Corpulent, heavy, fat, *to* fleshy [of persons].

Deadly *to* lethal.

Dwell, or live, *to* reside.

Exponental *to* exponential.

Earthen, golden, &c., *to* earth, gold, &c. [as adjectives]. *E.g.:* "An earthen jar."

Enlarge on [or, upon] *to* dilate on [or, upon].

Foregoing *to* above, as an adjective. ["The foregoing statement is correct."]

Factory *to* manufactory.

Forbid *to* prohibit.

Forward, backward, toward, &c., *to* forwards, backwards, towards, &c.

Graceful *to* elegant, when speaking of the body and its movements.

Hebrew *to* Jew, when speaking of race.

House *to* residence.

Prefer:

Incorrect, or in the wrong, *to* wrong, when incorrectness, and not unrighteousness, is meant.

Iced-water, iced-cream, &c., *to* ice-water, ice-cream, &c.

Inform *to* advise [in letters &c.] *Advise* has a double meaning; *inform* has not.

Kinsman, kinswoman, *to* relative, relation.

Last two weeks, last six months, &c., *to* past two weeks, past six months, &c.

Lenity, or lenience, *to* leniency.

Loose *to* unloose.

Land *to* real estate.

Leading article, or leader, *to* editorial.

Lengthwise, sidewise, &c., *to* lengthways, sideways, &c.

The morrow *to* to-morrow [as noun]. *E.g.:* "The morrow will suit me."

The months by name *to* ult., prox., inst.

Much *to* a great deal.

Muscular *to* stout. [*Stout* is somewhat ambiguous, meaning both *strong* and *corpulent.*]

One to [or, with] another *to* among themselves. *E.g.:* "They divided the money one with another."

Oneself *to* one's self.

Prefer:

Oversee *to* supervise.

Offensive *to* obnoxious.

Ordinal numbers *to* cardinal numbers in the heading of letters. Write *March 24th*, or *March the 24th*, rather than *March 24*.

Rich *to* wealthy.

Railway *to* railroad.

Seeming *to* apparent.

Self-same *to* identical.

Say *to* remark, or observe. [*To remark* and *to observe* mean *to notice.*]

Station *to* depot [or dépôt].

Sympathy *to* pity, when speaking of or to equals.

Truthfulness *to* veracity. [*Veracity* should be used of persons only.]

Tangental *to* tangential.

Thus *to* so. ["He does it *thus*."]

Unexpressed *to* understood. [*Understood* has two meanings.]

Violoncello *to* violincello. [The instrument is a large, not a small, violin.]

Various, or diverse, *to* different. [*Different* should be confined to the meaning of *differing from.*]

Vacant *to* empty, of buildings no longer inhabited.

Prefer:

Wast *to* wert, in the second person singular, past indicative. [*Wert* is the subjunctive, but it is not incorrect in the indicative.]

Would rather, or should rather, *to* had rather. [*Had rather* is not incorrect, but *would rather* or *should rather* is preferable. All these forms ought to be used as little as possible. Choose some other expression.]

With reference to *to* in reference to. [We never say, *out of reference to*, but always, *without reference to.*]

In general, prefer *short* words and phrases to *long* words and phrases, and words of Anglo-Saxon, to those of non-Anglo-Saxon, origin.

OBJECTIONABLE WORDS AND PHRASES.

A day or two, a man or two, &c. [Say, *two or three days, a few days; two or three men, a few men*; &c. There is lack of agreement in *a day or two, a man or two.* A somewhat similar error occurs in, "With this, as with many other matters." The expression should be: "With this, as with many another matter."]

Authoress, poetess, &c. [Such words may be used if the gender is to be pointed out. Otherwise, the ordinary forms—*author, poet*, &c.—are sufficient.]

Anyhow, anyway.

Accountable, unaccountable.

Answerable, unanswerable.

Antagonize.

Aborigene [in the singular].

A bit [*at all, a little;* as: "I am a bit tired"], not a bit [*not at all*].

Confirmed invalid.

Cablegram. [Use *telegram* or *telegraphic message.*]

Down East, down South. [Say: "I am going to the South." "I live in the East." "He practised at the South."]

Desirability and undesirability.

Direful. [This word is not properly formed, as *dire* is not a noun.]

Defalcate and defalcation [in the sense of *making default*]. *Defalcate,* correctly used, is *to cut off* or *lop off.*

Desiderate [for *desire*].

Deceased [for *the late, the dead one,* &c.], except in legal and other formal expressions.

Every once in a while. [Say, *once in a while, sometimes, frequently.*]

Electropathy, hydropathy, &c. [*Pathein* is, to suffer; not, to cure.]

Effectuate.

Enjoy oneself. [Say, "I enjoyed the concert;" not, "I enjoyed myself at the concert."]

Eventuate.

Environment. [Use *surroundings.*]

Emasculate.

Go ahead.

Help [in the sense of *to avoid*]. Say: "I cannot avoid doing so;" not, "I cannot help doing so."

Have got [for *have*]. *Get* is generally superfluous, and should be used as little as possible.

Impute. [Use *ascribe.*]

Ignore.

Lose oneself. [Say, "He was lost—or became lost—or lost his way—in the wood."]

Line of goods.

Lots [for *much* or *many*].

Malaprop. [Use *mal-à-propos; unsuitable, unseasonable,* or the corresponding adverbs.]

More guilty, most guilty; less guilty, least guilty. [One is either *guilty* or *not guilty,* of a crime; although one may be guilty of a greater or a less crime. A similar remark applies to *guiltless* and *innocent.* These adjectives should properly be used of individual acts only.]

Necessitate.

Opine.

Out West. [Say: "He goes West (or, to the West)." "I live in the West (or, at the West)."]

Out of [for *of,* with names of materials]. Say: "The box is made *of* [not, *out of*] wood."

Ponder over. [Use *ponder* alone.]

Practitioner. [This word is incorrectly formed.]

Presidential. [The adjective—if formed at all—ought to be *presidental. Presidential campaign* is a very inelegant and ill-constructed expression.

Proven [for *proved*]. *Gotten* may be used for *got;* but not *proven* for *proved.*

Particle [*a little* or *somewhat*], not a particle [*not at all*].

Rostrum [for *platform, pulpit*]. If any form of this word is to be used, it should be the plural, *rostra.*

Rehabilitate [for *reïnstate*].

Recuperate [for *recover*].

Right off.

Right away.

Reliable, unreliable. [Use *trustworthy, untrustworthy.*]

Repudiate. [Use *condemn* or *disown.*]

Spread [in the sense of *meal, feast, banquet*].

Suicide, as a verb. [Say, *commit suicide.*]

Scientist. [Use *scientific man, savant,* &c. If a noun with this meaning is to be formed from *science,* it ought to be *sciencist,* not *scientist.*]

Stump, in the sense of *platform*; as: "He took the stump."

Seeming paradox. [A *paradox* is a seeming contradiction. *Seeming paradox* is, therefore, tautological.]

Tiresome. [Use *wearisome* or *tedious. Tiresome* is incorrectly formed, *tire* not being a noun.]

That much, that little, [for *so much, so little,* or *as much as that, as little as that*].

Up North. [Say: "I live at (or in) the North." "He goes to the North."]

Voice [as a verb]. Say: "He expressed—or gave expression to—the sentiments of his followers;" not, "He voiced," &c.

Yours, ours, mine, &c., [for *your, our, my, &c., letter*]. Say: "I have received your letter of yesterday;" not, "I have received yours of yesterday."

NOTES ON PUNCTUATION.

Use a *comma* before *or* when the expressions between which it occurs, refer to the same person or thing. Thus: "Jones or Smith was here" [no comma]; but: "Saul, or Paul" [comma].

Put a *comma* after a proposition forming the subject of a verb. So: "That he did so, is not clear."

When an infinitive is the subject of a verb, and follows the verb, a *comma* is generally inserted before the infinitive. This is especially the case if the infinitive or the verb has other words depending upon it. So write: "It ill becomes great and good men, to smile at sin."

Use no commas after short and closely-connected adjectives qualifying the same noun. Thus: "A good old sound dry wine."

Use a *comma* before a quotation closely dependent upon such introductory words as *say*, *tell*, *cry*. *E.g.:* "The man said, I will return." [With such quotations—especially if short—the quotation marks are generally omitted.] Before a direct quotation, *i. e.*, one not closely dependent upon introductory words (*say*, *will*, *cry*, &c.), insert the *colon*. [When the quotation is poetry, a *dash* often follows the colon, especially if a space is left at the end of the line.]

As a general rule, the subject of a verb must be expressed in every clause preceded by a *semi-colon*. If, however, there are several clauses or phrases marked off by semi-colons, to avoid repetition the subjects may be omitted. [The subject of a verb may, of course, be understood before a *comma*.]

A short and serviceable rule for the use of the *comma* in relative clauses, and in participial, adjectival and adverbial phrases, is, to insert it when the clauses and phrases are *coördinate*, but not when they are *restrictive*. *E.g.:* "The things which are seen are temporal." "He was a man known in three continents." [No commas.] "The king, who was now old, declared for war." "His brother, known far and wide, was present." [Commas.] Where the subject of the verb is a phrase greatly lengthened by adjuncts, a *comma* will be required before the verb. *E.g.:* "The fact of his having acted in so strange a way, warranted his detention."

Use a *semi-colon*, and not a comma, in the following cases:

(1). Before reasons. *E.g.:* "Economy is no disgrace; for it" &c.

(2). Between two opposing clauses, when an adversative conjunction introduces the second clause. *E.g.:* "Straws swim at the surface; but pearls sink to the bottom."

A *colon*, not a *semi-colon*, should be used when the clause or phrase that follows the mark expresses a result or effect, or when it is in the form of an analogy, or is a parallel to what precedes. "He lived a virtuous life: he died a happy death." "The flowers bloom and wither: so is it with the life of man." The use of the *colon* before a quotation or a list is an application of this principle. As a general thing, therefore, the voice should be kept up before *colons*, and let fall before *semi-colons*.

A long compound or complex sentence, the various parts of which are divided by colons or semi-colons, may be separated into two or more parts by periods. The second part will begin with *for*, *therefore*, *and*, *as*, or some other introductory word. [This dividing up of long sentences must be sparingly practised.]

Use brackets, and not parentheses, when, in a quotation, you wish to insert words improperly omitted by the author, or when you wish to explain something, or to correct an error in your own writing. [In the last two cases parentheses may be employed, but brackets are preferable.] So: "The man [Mr. Jones] was very rich." [When brackets are thus used in

a quotation, additional quotation marks are not required after the word preceding, and before the word following, the brackets.]

When both brackets and parentheses are employed, the brackets enclose the parentheses: [(—)].

Parentheses, brackets and dashes do not affect the ordinary punctuation of the sentence; *i.e.*, the points which would be required in the rest of the sentence if the parentheses, brackets, or dashes, were omitted, are still used.

A punctuation mark may be used *before*, but not after, a dash.

Mark with an interrogation point a question expressed in the form of an assertion: *e.g.:* "I suppose, Sir, you are his physician?"

The plurals of *two*, *three*, &c., are written without the apostrophe: *twos*, *threes*, &c. [Written as figures, these words will have the apostrophe: 2's, 3's, &c.]

A hyphen is used between two substantives expressing a compound idea, when the second substantive has lost or changed its accent. Thus: *ship-builder*, *iron-worker;* but *master builder*, *lord chancellor.* The omission of the hyphen may cause confusion when the compound expression is qualified by an adjective or an adjectival phrase. *E.g.:* "A large mill owner," may be taken to mean, *the owner of a large mill*, instead of, *an extensive owner of mills*, some of which may be small. If the former sense is intended, say, "An owner of a large mill [*or*, of large mills]." If the latter, say, "An extensive [*or*, im-

portant] owner of mills;" or else use a hyphen: "A large mill-owner."

A hyphen is used between an adjective and its noun when the two, taken together, form a compound adjective. *E.g.:* "High-church principles." [A similar remark may be made of adjectives, one qualifying the other, as: *a red-hot poker;* also of an adjective (or an adverb) qualifying a participle used as an adjective, when the compound expression precedes the noun, as: a *slow-sailing vessel.* When it follows the noun, the hyphen is not required; as in: "A vessel slow (*or*, slowly) sailing o'er the sea." In the latter case, the participle cannot be said to be used as an adjective.]

In writing, it is better to divide syllables according to sound than according to derivation. *E.g.:* Epiphany, pref-ace.

When a quotation contains several paragraphs, inverted commas should be used at the beginning of each paragraph, but the apostrophes should be omitted after all the paragraphs except the last one. The same rule will apply to several stanzas of poetry in one quotation. When the poetical quotation consists of verses not separated into stanzas, some writers use inverted commas before each line. This is unnecessary: inverted commas before the first line, and apostrophes after the last, being sufficient.

Do not write the plural of proper names with an apostrophe. Write: "I have seen the Smiths" [not, *Smith's*]. "I know the three Marys" [not, *Mary's*].

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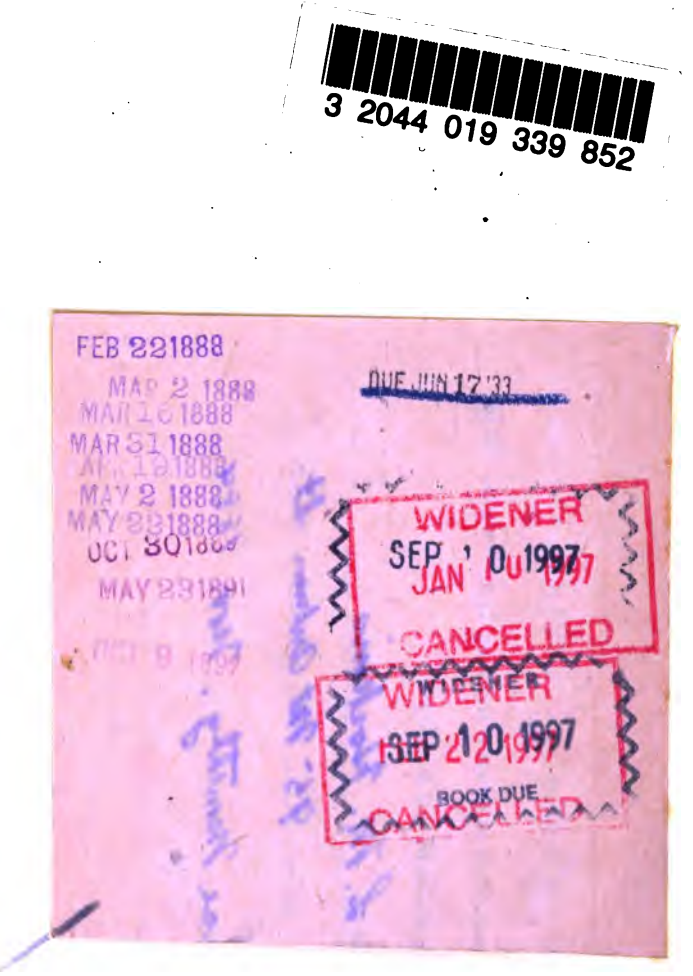
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